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NHS Education for Scotland

ePortfolio: User guide for Foundation programme trainees – 2010 Curriculum

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User guide for Foundation Programme trainees

Version 4.1

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1 Introduction

This user guide explains the step-by-step process to correctly completing your electronic portfolio (ePortfolio), which is required to demonstrate your progress though your Foundation Training Programme.

This user guide will offer you advice on:

- How to use the ePortfolio system
- How to complete your ePortfolio

It will also mention useful topics, such as:

- What is to be completed by you and your Supervisor(s)
- What to include as evidence in your ePortfolio
- Who can support you with ePortfolio queries

You need to regularly add relevant evidence to your ePortfolio and use it not just as a record of progress but also as a learning tool to encourage the development of good practice.

Note: *Not all Deaneries have the same processes and the names and types of forms used can vary between Deaneries. Please bear this in mind when reading through the User Guide, as it has been designed for generic use.*

2 Using the ePortfolio System

2.1 Getting Started

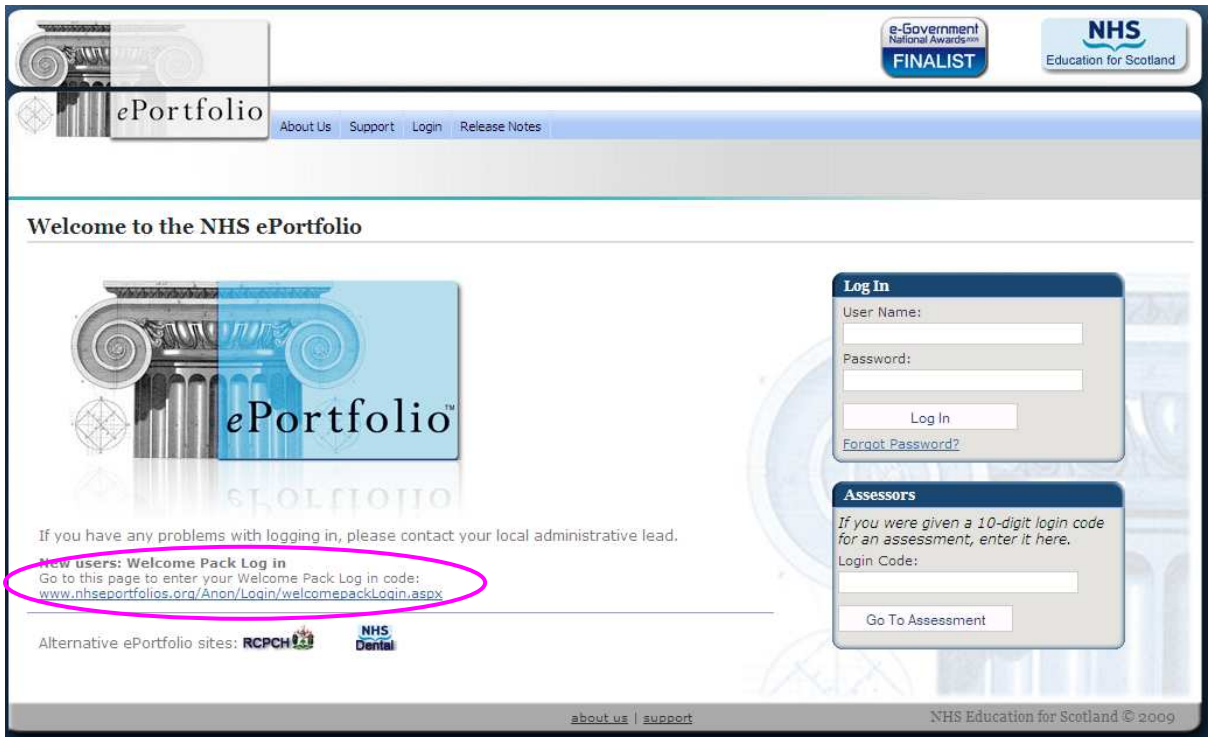
2.1.1 Receiving your ePortfolio account details

In order to log on to the Foundation ePortfolio you will need your username and password.

In the first instance this will be provided by your Denary or Foundation School administration staff.

You will either receive a user name or password directly from the administrator or you will be provided with a 'Welcome pack' code that you can use to activate your account yourself. These details can either be communicated by email or on paper.

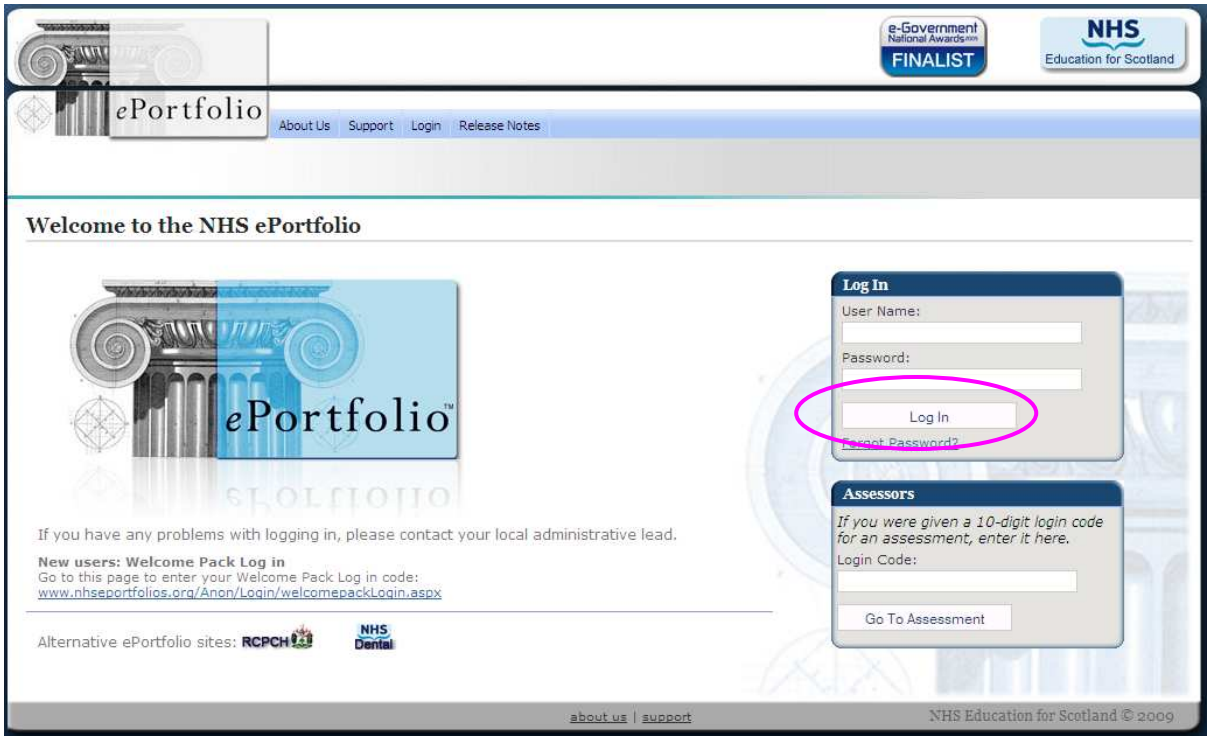
If you have been issued a welcome pack you will need to enter it in the 'welcome pack log in page' accessed from the www.nhseportfolios.org ePortfolio home page (see below for location).



You will be presented with a box in which to enter your welcome pack code. Once this has been done you will be asked to fill in and amend the personal details presented before hitting save. You will then be issued with your user name and password via the email address entered on the details page.

2.1.2 Logging in

Open your internet browser i.e. Internet Explorer, Firefox etc. and enter www.nhseportfolios.org in the address bar. On the right side of the screen a user login box is displayed - enter your username and password in the appropriate fields and click on the Log In button.



When you log in to ePortfolio for the first time you will be prompted to change your password (you will also be prompted to verify that your e-mail address is valid).

If you want to change your password again at a later date, you can do this by clicking on the Profile drop down menu and selecting Personal Details. Enter your old password and then enter your new, memorable, password twice in the appropriate fields.

2.1.3 Glossary of terms

Trainee - The primary user of the ePortfolio. In this case a Foundation trainee

Roles - There are three principal roles on the Foundation ePortfolio, that of the Trainee, Supervisor and Administrator. Each role views the ePortfolio system differently and can perform different functions dependent on their role.

Sites - These are the main ePortfolio types currently; Foundation, Physician, CEM, Pharmacy, RCR, RCPCH, Nursing and RCOG.

Locations - These refer to physical (i.e. real) locations, most commonly hospitals, or may also refer to administrative offices or schools, for example, an NHS trust.

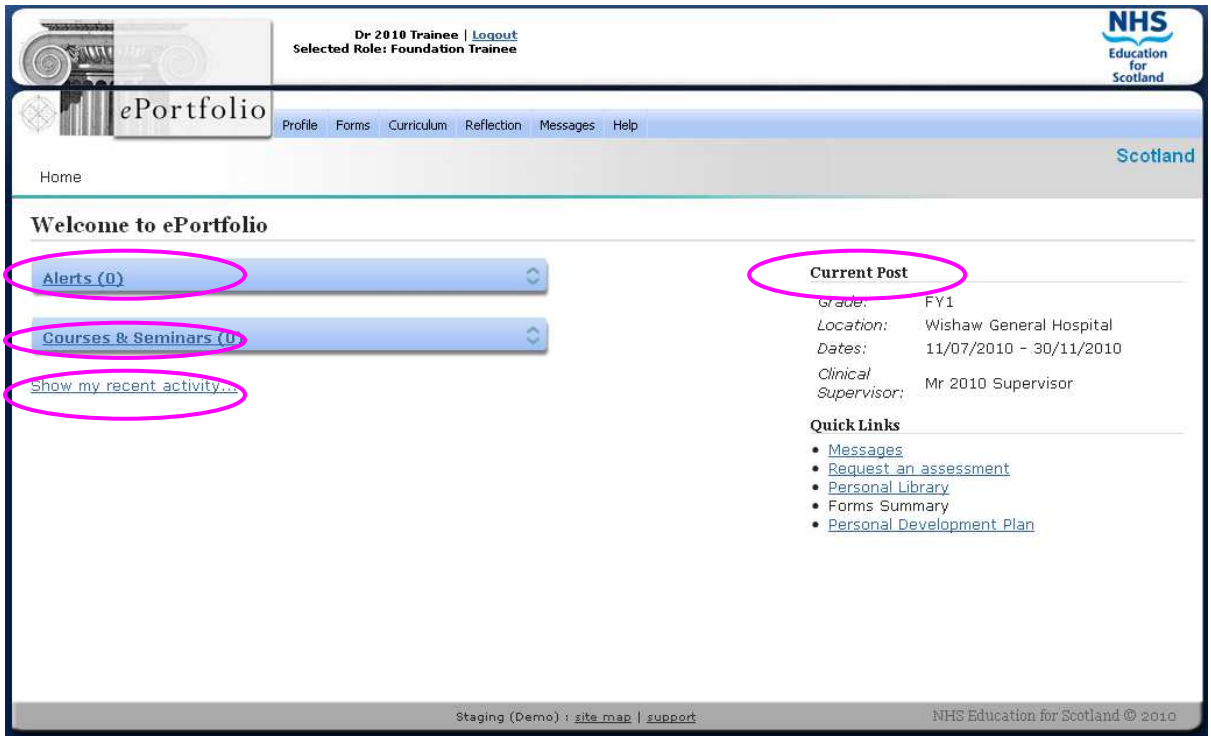
Training Period - These defines the overall period of training for a trainee (often a year), such as FY1, or ST2, covering the full period of time the trainee is employed at that grade/designation (see below), and has a location defined. The training year will have child posts (see below).

Post - A post is a child of a Training Period, and has dates that cannot lay out with those defined in the parent Training Period. The post has grade/designation defined, as well a location.

Grade/designation - This refers to a trainee's stage of training, such as FY1, FY2, ST1, FTSTA1, etc.

2.2 The Home Page

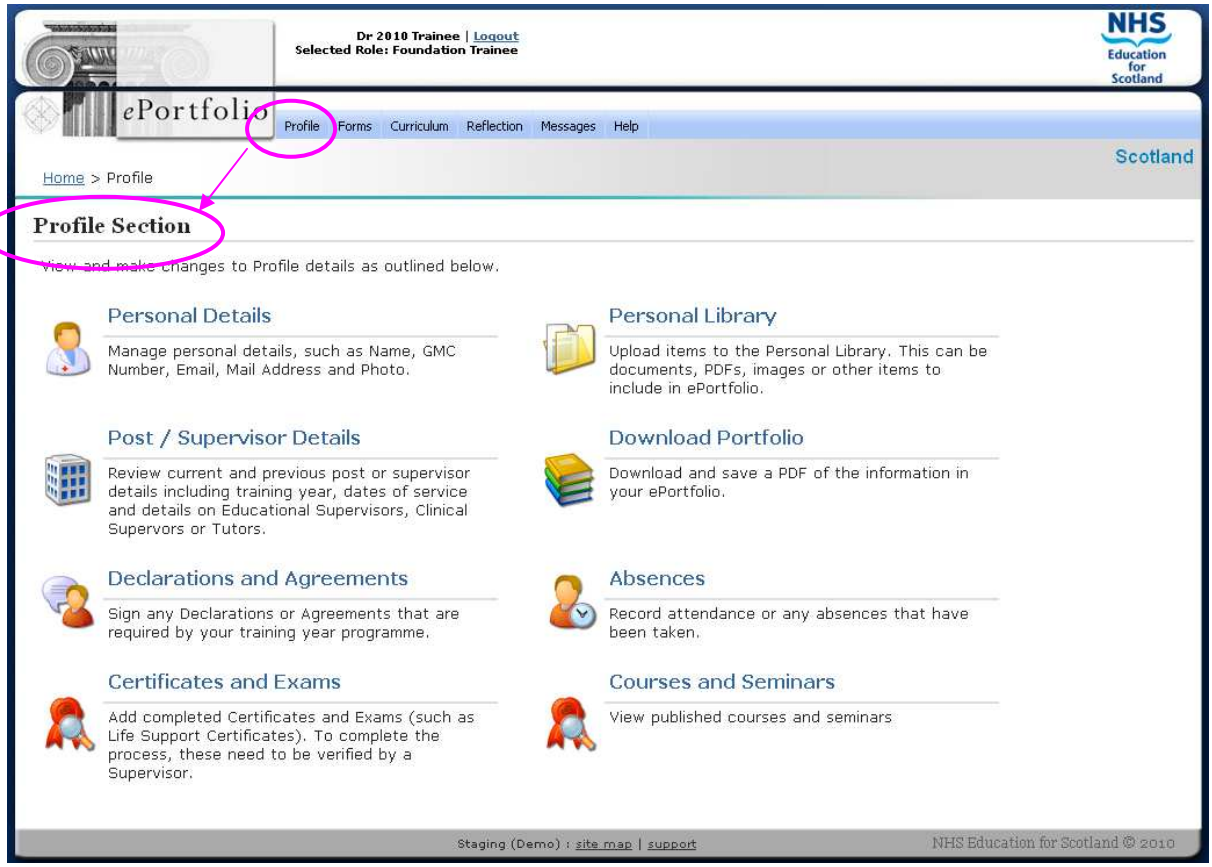
Below is the **Home Page** - it is the first screen you will see. It is split into different sections:



- **Alerts** – this is a facility for Deanery or local administrators to enter alerts on any information/news/announcements they have.
- **Courses and Seminars** – this is a facility for administrators to enter information on courses and seminars.
- **Show my recent Activity** – Click this link to indicate recent activity that relates to a trainee's ePortfolio account, and includes recently added, updated, signed, or commented forms, PDPs, and logs. The top ten recent activities in your account will be displayed.
- **Your current post**– this provides details of your current post including dates of service and Supervisor(s) details.
- **Quick links** – this provides quick, direct links to areas you may need to access on a regular basis.

2.3 The Navigation Menu

The site is divided into six sections and there is a drop down menu for each one. If you click on the menu header e.g. **Profile**, you will be taken to that section where you can see all items within it and a description of what each one is used for.


Dr 2010 Trainee | Logout
Selected Role: Foundation Trainee
NHS Education for Scotland
ePortfolio
Profile
Forms
Curriculum
Reflection
Messages
Help
Scotland
Home > Profile
Profile Section
View and make changes to Profile details as outlined below.
Personal Details
Manage personal details, such as Name, GMC Number, Email, Mail Address and Photo.
Personal Library
Upload items to the Personal Library. This can be documents, PDFs, images or other items to include in ePortfolio.
Post / Supervisor Details
Review current and previous post or supervisor details including training year, dates of service and details on Educational Supervisors, Clinical Supervors or Tutors.
Download Portfolio
Download and save a PDF of the information in your ePortfolio.
Declarations and Agreements
Sign any Declarations or Agreements that are required by your training year programme.
Absences
Record attendance or any absences that have been taken.
Certificates and Exams
Add completed Certificates and Exams (such as Life Support Certificates). To complete the process, these need to be verified by a Supervisor.
Courses and Seminars
View published courses and seminars
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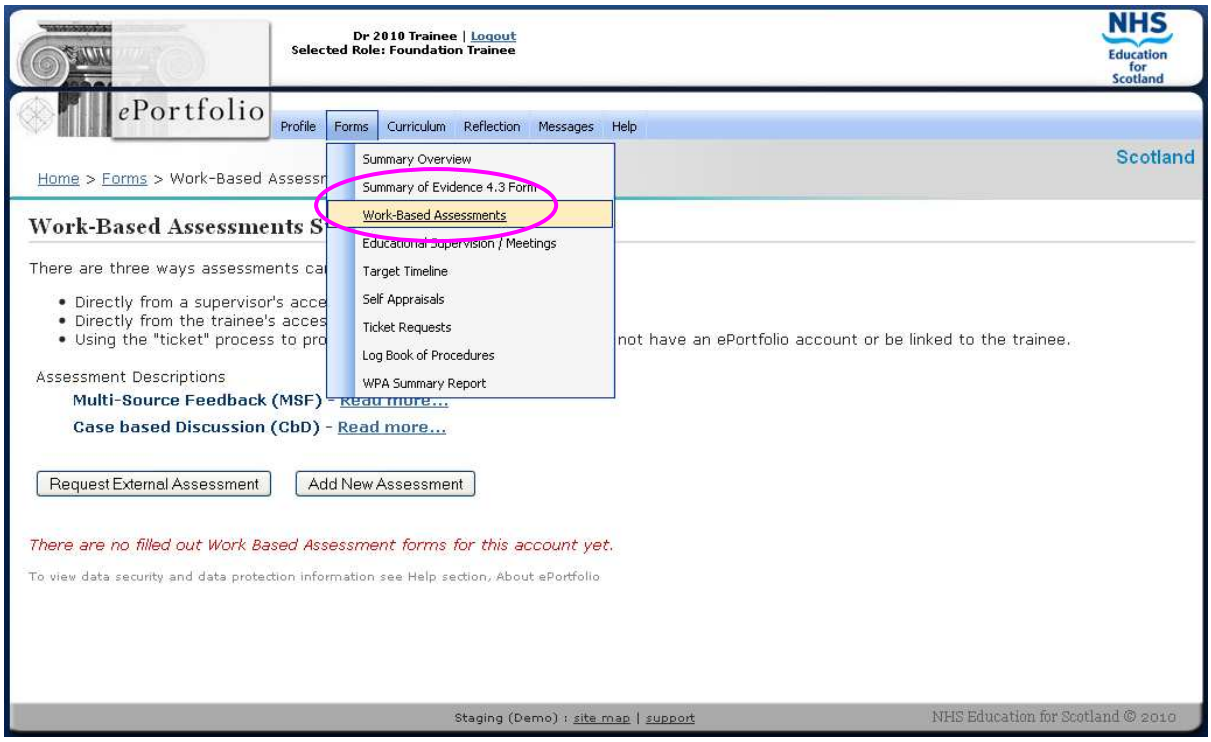
Alternatively, you can simply choose the item directly from the drop down menu.


Dr 2010 Trainee | Logout
Selected Role: Foundation Trainee
NHS Education for Scotland
ePortfolio
Profile
Forms
Curriculum
Reflection
Messages
Help
Scotland
Summary Overview
Summary of Evidence 4.3 Form
Work-Based Assessments
Educational Supervision / Meetings
Target Timeline
Self Appraisals
Ticket Requests
Log Book of Procedures
WPA Summary Report
Home > Forms > Work-Based Assessm
Work-Based Assessments S
There are three ways assessments ca
Directly from a supervisor's acce
Directly from the trainee's acces
Using the "ticket" process to pro
not have an ePortfolio account or be linked to the trainee.
Assessment Descriptions
Multi-Source Feedback (MSF) - Read more...
Case based Discussion (CbD) - Read more...
Request External Assessment
Add New Assessment
There are no filled out Work Based Assessment forms for this account yet.
To view data security and data protection information see Help section, About ePortfolio
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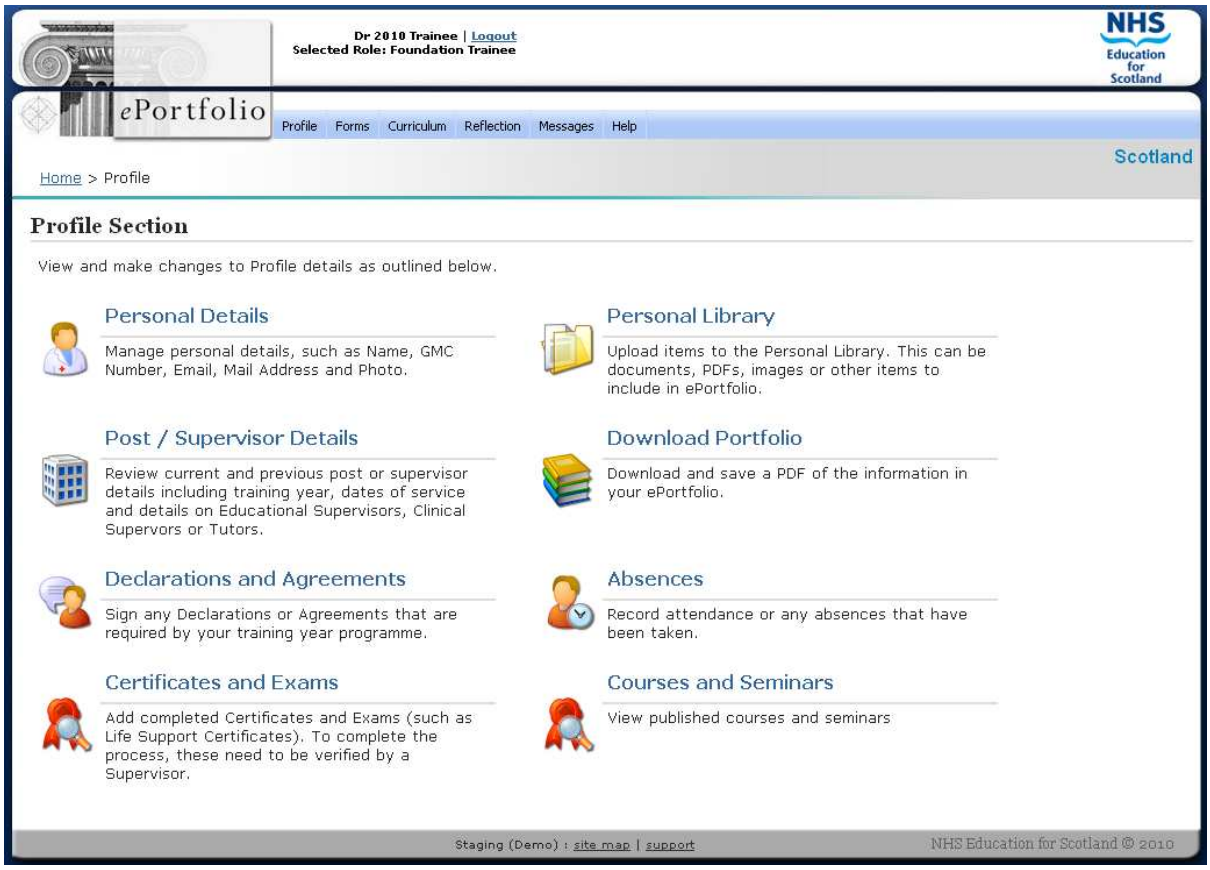
The six sections are;

- **Profile** – you can view and make changes to your personal details and view your certificates, personal library and other items
- **Forms** – you can view the various electronic forms that are stored in your ePortfolio
- **Curriculum** – you can view your curriculum and link evidence forms to specific outcomes
- **Reflection** – you can record or review reflective information such as Educational Logs or identify further learning needs
- **Messages** – you can send/receive internal messages regarding ePortfolio
- **Help** – you can access help and support information on ePortfolio

We will look at each of the six sections in more detail later…

2.4 The Profile Menu

You access the **Profile** section by clicking on the **Profile** menu header. You can view and make changes to your **Profile** details here.


Dr 2010 Trainee | Logout
Selected Role: Foundation Trainee
NHS Education for Scotland
ePortfolio
Profile Forms Curriculum Reflection Messages Help
Scotland
Home > Profile
Profile Section
View and make changes to Profile details as outlined below.
Personal Details
Manage personal details, such as Name, GMC Number, Email, Mail Address and Photo.
Personal Library
Upload items to the Personal Library. This can be documents, PDFs, images or other items to include in ePortfolio.
Post / Supervisor Details
Review current and previous post or supervisor details including training year, dates of service and details on Educational Supervisors, Clinical Supervors or Tutors.
Download Portfolio
Download and save a PDF of the information in your ePortfolio.
Declarations and Agreements
Sign any Declarations or Agreements that are required by your training year programme.
Absences
Record attendance or any absences that have been taken.
Certificates and Exams
Add completed Certificates and Exams (such as Life Support Certificates). To complete the process, these need to be verified by a Supervisor.
Courses and Seminars
View published courses and seminars
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Let's take a look at what each menu item is used for:

2.4.1 Personal Details

You can view and edit your personal details here, for example your name, e-mail address and you can upload a photo too (the photo will be visible to those users who can view your portfolio and those using the ticketing facility). You can also change your password here.

2.4.2 Post / Supervisor Details

You can review your current Post or Supervisor details. These are set up by your Deanery, local Trust or Hospital Administrators depending on the common practice in your region. Please note the central ePortfolio team do not conduct these activities, if your details are incorrect please contact your local support network.

2.4.3 Declarations and Agreements

Here you can view and sign your educational agreements and health and Probity declaration that are required by your training year programme. If you cannot sign certain forms, you will be required to complete and sign an additional form. The educational agreement is also counter-signed by your supervisor

The educational agreements are keyed to the Supervisors associated with your post. If a new Educational Supervisor or Program Director is added to you account a new educational agreement will be generated to for both you and

Feature not currently available:
At the start of each Training Period you will be required to sign all your educational agreements and health and probity declarations for that period before you will be able to save any new forms to your ePortfolio. You will be able to view existing content, but will not be able to add any new.

2.4.4 Certificates and Exams

You can add completed certificates here (such as Life Support Certificates). To complete the process, these need to be verified by a Supervisor on their log-in. You can also upload an electronic version of your certificate if you have one. **Note:** The expiration date refers to the date that the certificate expires.

If you are filling in details of an exam you can also include the Expected Exam Date and Exam Passed Date if relevant.

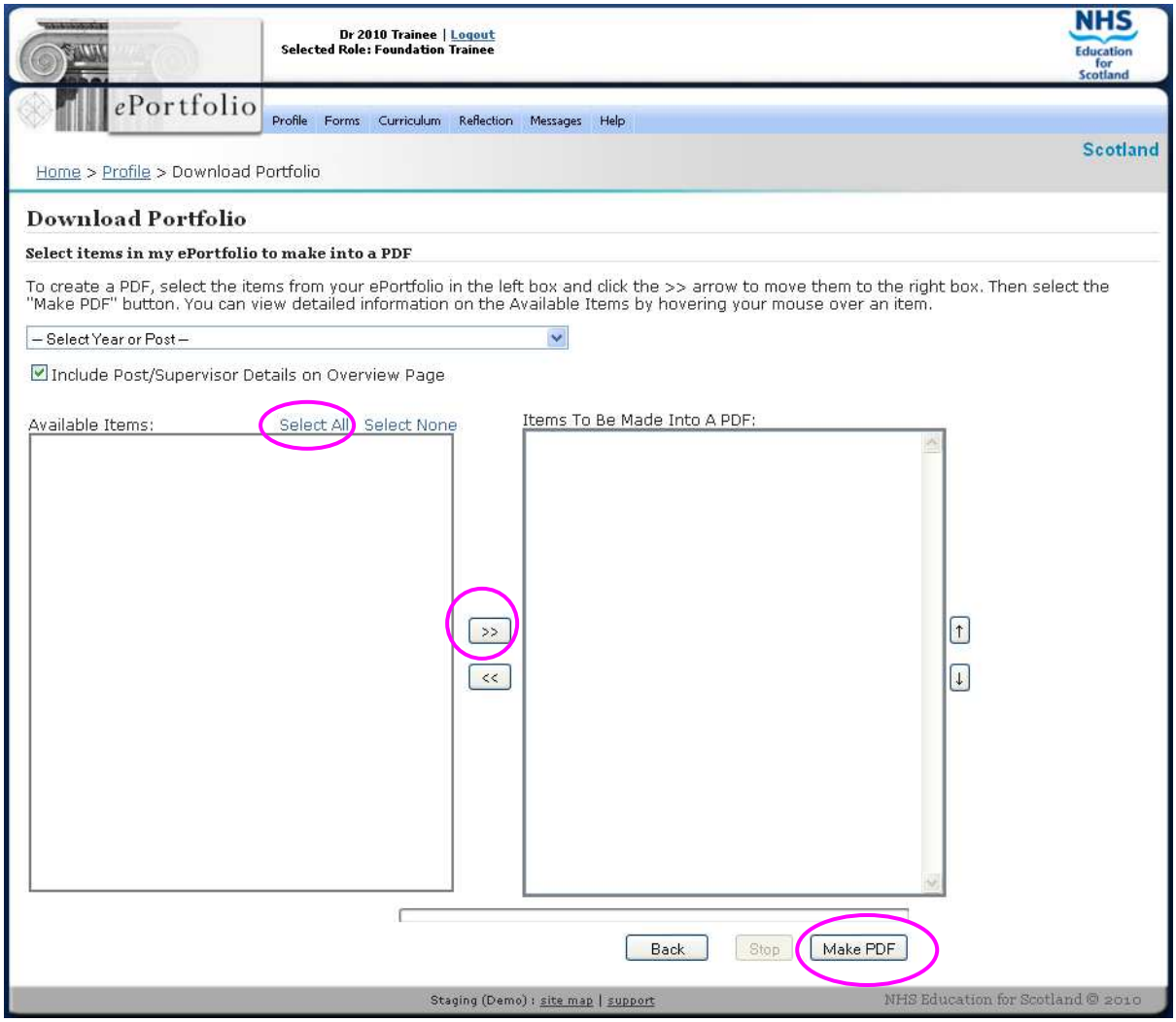
2.4.5 Personal Library

You can upload items to your **Personal Library** - this can be scanned paper documents, PDFs, images or other items to include in your ePortfolio. You can choose to share the documents in your **Personal Library** or keep them private. The maximum upload limit per user is 40MB so try to optimize or shrink large files by zipping them, compressing the size of images etc. There are guides to doing this optimization in the **FAQ** section in the **Help** menu.

2.4.6 Download Portfolio

You can download and save a PDF containing a snapshot of the ePortfolio information you select, at the time you create it. You could use this for interviews/assessment, for example. You can select which parts of your ePortfolio you wish to download from a list of available items (you will have to select your current post or training period from the drop-down menu to view items). To select an item check the tick box next to the item and click the **Add Item** arrow between the two boxes to add it to the right hand box. You can also click the **Select All** link to move all the items at once.

Once all the items that you want to include in your PDF are in the left hand box, click the **Make PDF** button to generate the PDF.


Dr 2010 Trainee | Logout
Selected Role: Foundation Trainee
NHS Education for Scotland
ePortfolio
Profile Forms Curriculum Reflection Messages Help
Scotland
Home > Profile > Download Portfolio
Download Portfolio
Select items in my ePortfolio to make into a PDF
To create a PDF, select the items from your ePortfolio in the left box and click the >> arrow to move them to the right box. Then select the "Make PDF" button. You can view detailed information on the Available Items by hovering your mouse over an item.
– Select Year or Post –
Include Post/Supervisor Details on Overview Page
Available Items:
Select All
Select None
Items To Be Made Into A PDF:
>>
<<
Back
Stop
Make PDF
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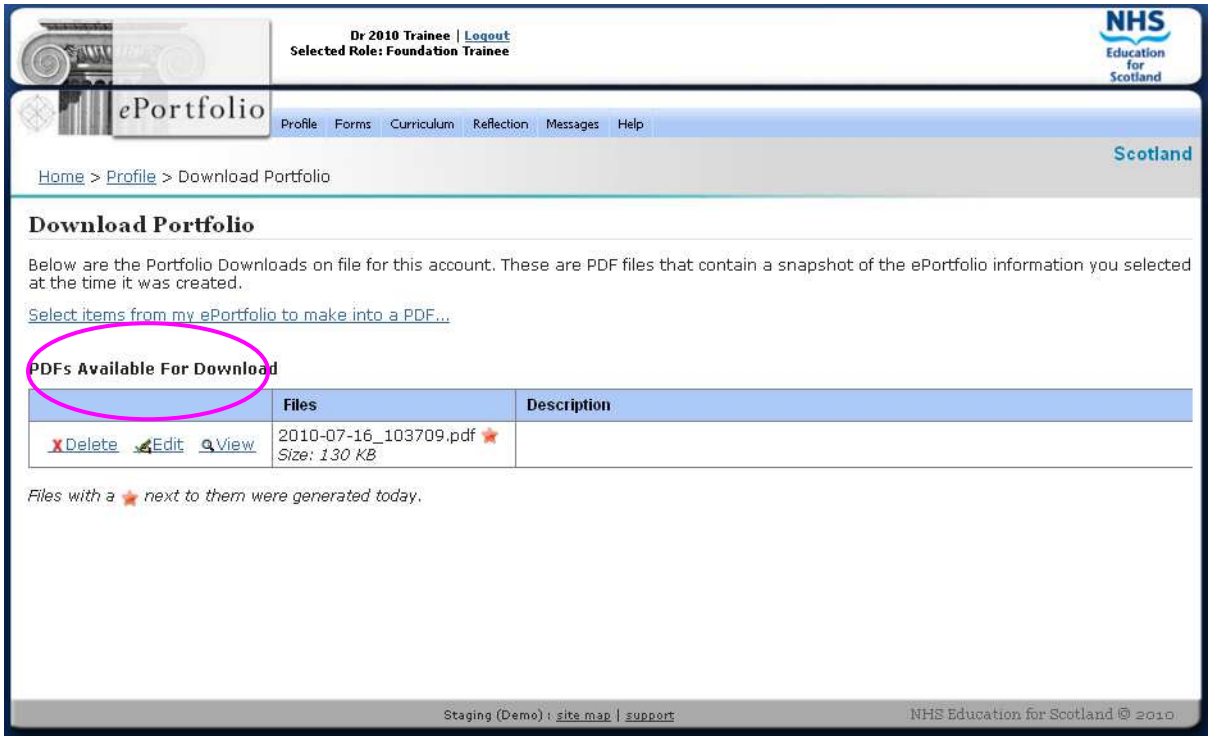
Once generated the PDF will be added to your list of **PDFs Available for Download** (see below). The list will include details such as the date that the PDF was created. From this list you have three further options; you can **Delete** or **Edit** the PDF by selecting the relevant link. You can also select to **View** the PDF, this will download and open the PDF in a new window using your computer's standard PDF viewer.


Dr 2010 Trainee | Logout
Selected Role: Foundation Trainee
NHS Education for Scotland
ePortfolio
Profile Forms Curriculum Reflection Messages Help
Scotland
Home > Profile > Download Portfolio
Download Portfolio
Below are the Portfolio Downloads on file for this account. These are PDF files that contain a snapshot of the ePortfolio information you selected at the time it was created.
Select items from my ePortfolio to make into a PDF...
PDFs Available For Download
Files
Description
Delete Edit View
2010-07-16_103709.pdf
Size: 130 KB
Files with a next to them were generated today.
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2.4.6.1 Printing your ePortfolio

Downloading your ePortfolio to a PDF format is the only reliable way of formatting the contents of your ePortfolio in a manner that will enable you to print without error. For data security reasons only the trainee can download and print out the contents of their ePortfolio.

2.4.7 Absences

Some training programmes require you to document time taken away from your programme so here you can record any absences that have been taken.

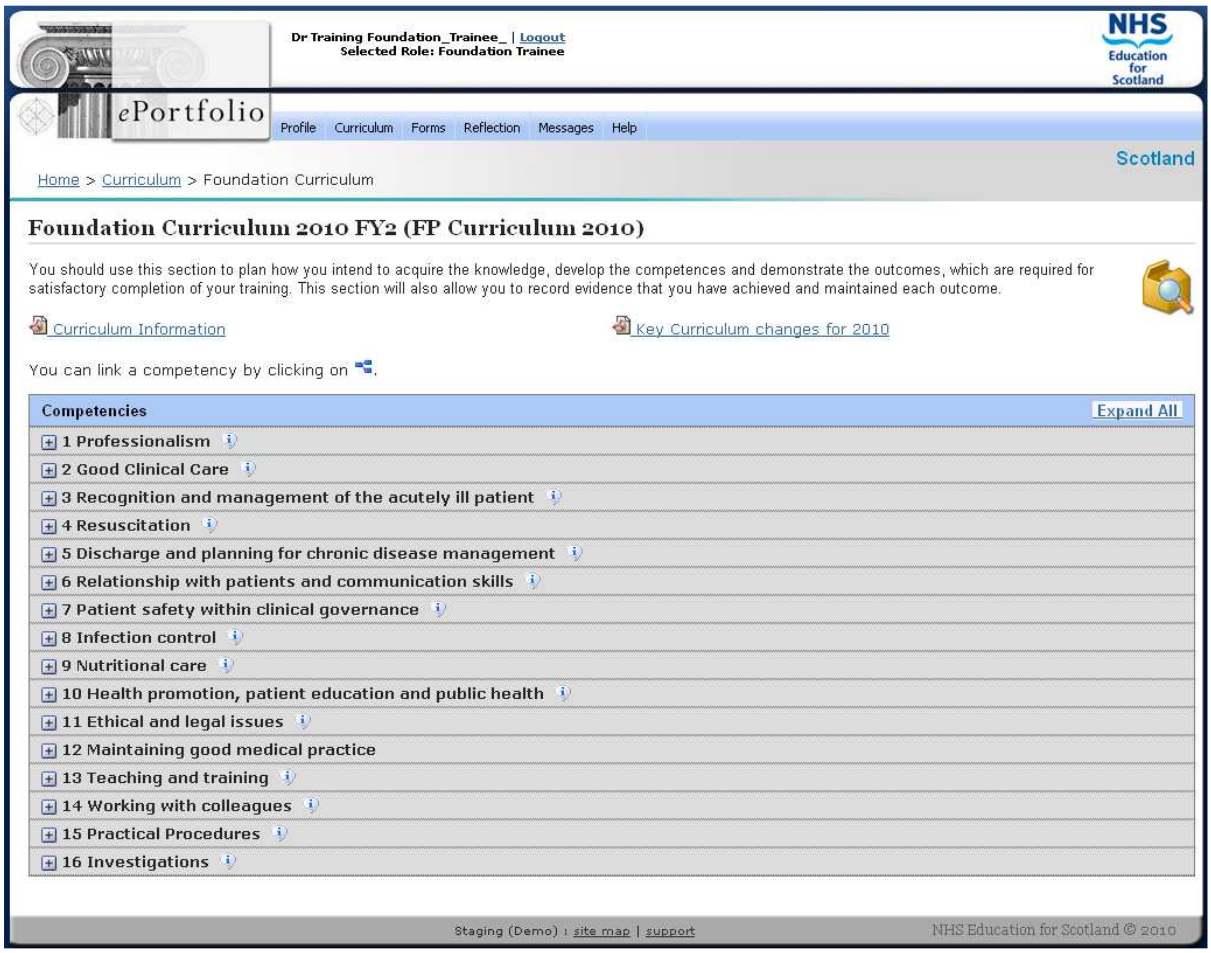
2.4.8 Courses and Seminars

This section is linked to the Course and Seminar notification bar on the home page. When an administrator enters details of a course or seminar in your region an outline will appear on the home page. On this page you can view more details about course and seminar information that would not fit in the short notification.

Please note. This page is not editable by a trainee, if you wish to record attendance at teaching or comment on teaching content this can be done in the **Educational Logs** section of the **Reflection** menu.

2.5 The Curriculum Menu

The Curriculum Menu of the ePortfolio is where you can view the **Foundation Curriculum** and associate items from within your ePortfolio to progress towards achieving the competencies outlined in the curriculum. You can also add comments and ratings here.


Dr Training Foundation_Trainee_ | Logout
Selected Role: Foundation Trainee
NHS Education for Scotland
ePortfolio
Profile Curriculum Forms Reflection Messages Help
Scotland
Home > Curriculum > Foundation Curriculum
Foundation Curriculum 2010 FY2 (FP Curriculum 2010)
You should use this section to plan how you intend to acquire the knowledge, develop the competences and demonstrate the outcomes, which are required for satisfactory completion of your training. This section will also allow you to record evidence that you have achieved and maintained each outcome.
Curriculum Information
Key Curriculum changes for 2010
You can link a competency by clicking on .
Competencies
Expand All
1 Professionalism
2 Good Clinical Care
3 Recognition and management of the acutely ill patient
4 Resuscitation
5 Discharge and planning for chronic disease management
6 Relationship with patients and communication skills
7 Patient safety within clinical governance
8 Infection control
9 Nutritional care
10 Health promotion, patient education and public health
11 Ethical and legal issues
12 Maintaining good medical practice
13 Teaching and training
14 Working with colleagues
15 Practical Procedures
16 Investigations
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The Competency categories (1-16) presented here can be expanded, either one at a time using the + symbols or all at once using the **Expand All** link. Expanding the categories reveals the individual competencies, each which is represented by a blue text **competency link.**

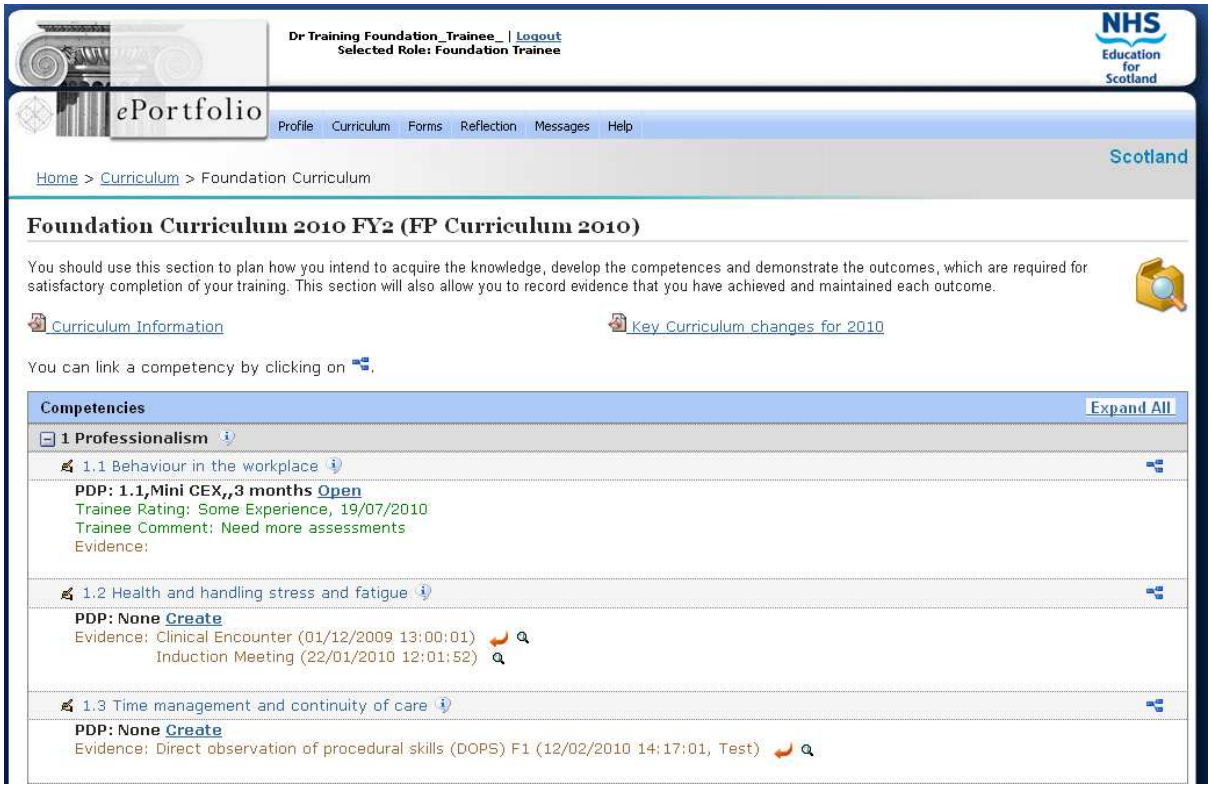
By clicking on the **competency link**, for example, 1.1 (i) **Behaviour in the workplace**, you can view the following information:

- The outcome of successfully achieving the competency
- The knowledge and attitudes/behaviours that need to be demonstrated in order to successfully achieve the competency
- The core skills required in order to successfully achieve the competency at both **F1** and **F2** levels

You can add a rating (**Not achieved, Some Experience, F1 Level Competent, F2 level Competent**) and any comments. Your comments and ratings will appear in green and will be labelled as being trainee generated.

Your Supervisors/Programme Directors can also do this – they will be labelled as '**Supervisor Rating**' or '**Supervisor Comment**'.

If evidence has already been linked to a competency (as shown above), you can view this by clicking on the **magnifying glass** icon next to it.

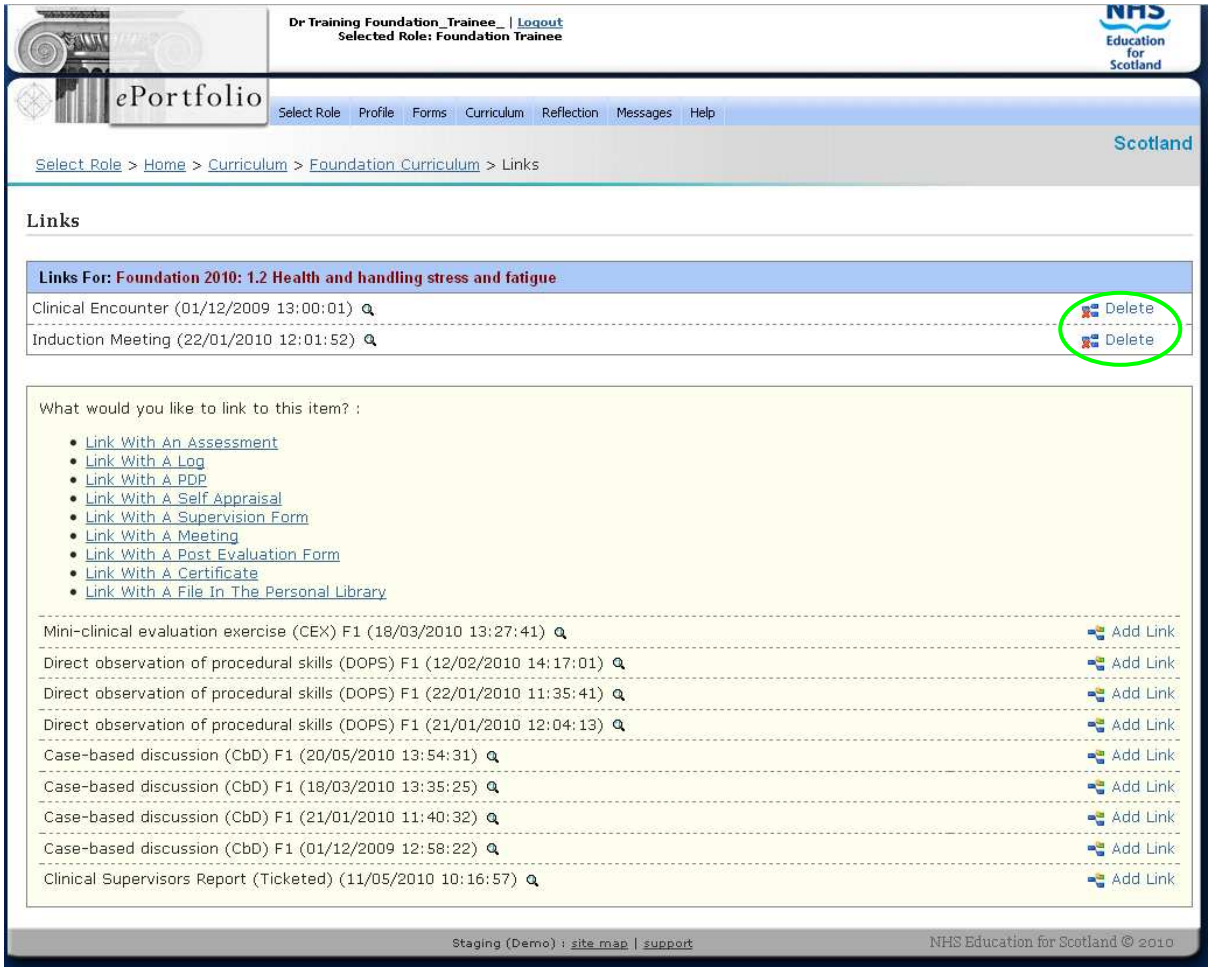

Dr Training Foundation_Trainee_ | Logout
Selected Role: Foundation Trainee
NHS Education for Scotland
ePortfolio
Profile Curriculum Forms Reflection Messages Help
Scotland
Home > Curriculum > Foundation Curriculum
Foundation Curriculum 2010 FY2 (FP Curriculum 2010)
You should use this section to plan how you intend to acquire the knowledge, develop the competences and demonstrate the outcomes, which are required for satisfactory completion of your training. This section will also allow you to record evidence that you have achieved and maintained each outcome.
Curriculum Information
Key Curriculum changes for 2010
You can link a competency by clicking on .
Competencies
Expand All
1 Professionalism
1.1 Behaviour in the workplace
PDP: 1.1,Mini CEX,,3 months Open
Trainee Rating: Some Experience, 19/07/2010
Trainee Comment: Need more assessments
Evidence:
1.2 Health and handling stress and fatigue
PDP: None Create
Evidence: Clinical Encounter (01/12/2009 13:00:01)
Induction Meeting (22/01/2010 12:01:52)
1.3 Time management and continuity of care
PDP: None Create
Evidence: Direct observation of procedural skills (DOPS) F1 (12/02/2010 14:17:01, Test)

To link evidence to a competency, click on the **Link Evidence** icon. This is the blue icon found on the right hand side of the screen.

Link Icon

You can link Assessments, Logs, PDPs, Self Appraisals, supervision/meeting form, certificate or file in your personal library.

Each competency can have any number of links, and each evidence item can be linked to any number of competences.


Dr Training Foundation_Trainee_ | Logout
Selected Role: Foundation Trainee
ePortfolio
Select Role
Profile
Forms
Curriculum
Reflection
Messages
Help
Scotland
Select Role > Home > Curriculum > Foundation Curriculum > Links
Links
Links For: Foundation 2010: 1.2 Health and handling stress and fatigue
Clinical Encounter (01/12/2009 13:00:01)
Delete
Induction Meeting (22/01/2010 12:01:52)
Delete
What would you like to link to this item? :
Link With An Assessment
Link With A Log
Link With A PDP
Link With A Self Appraisal
Link With A Supervision Form
Link With A Meeting
Link With A Post Evaluation Form
Link With A Certificate
Link With A File In The Personal Library
Mini-clinical evaluation exercise (CEX) F1 (18/03/2010 13:27:41)
Direct observation of procedural skills (DOPS) F1 (12/02/2010 14:17:01)
Direct observation of procedural skills (DOPS) F1 (22/01/2010 11:35:41)
Direct observation of procedural skills (DOPS) F1 (21/01/2010 12:04:13)
Case-based discussion (CbD) F1 (20/05/2010 13:54:31)
Case-based discussion (CbD) F1 (18/03/2010 13:35:25)
Case-based discussion (CbD) F1 (21/01/2010 11:40:32)
Case-based discussion (CbD) F1 (01/12/2009 12:58:22)
Clinical Supervisors Report (Ticketed) (11/05/2010 10:16:57)
Add Link
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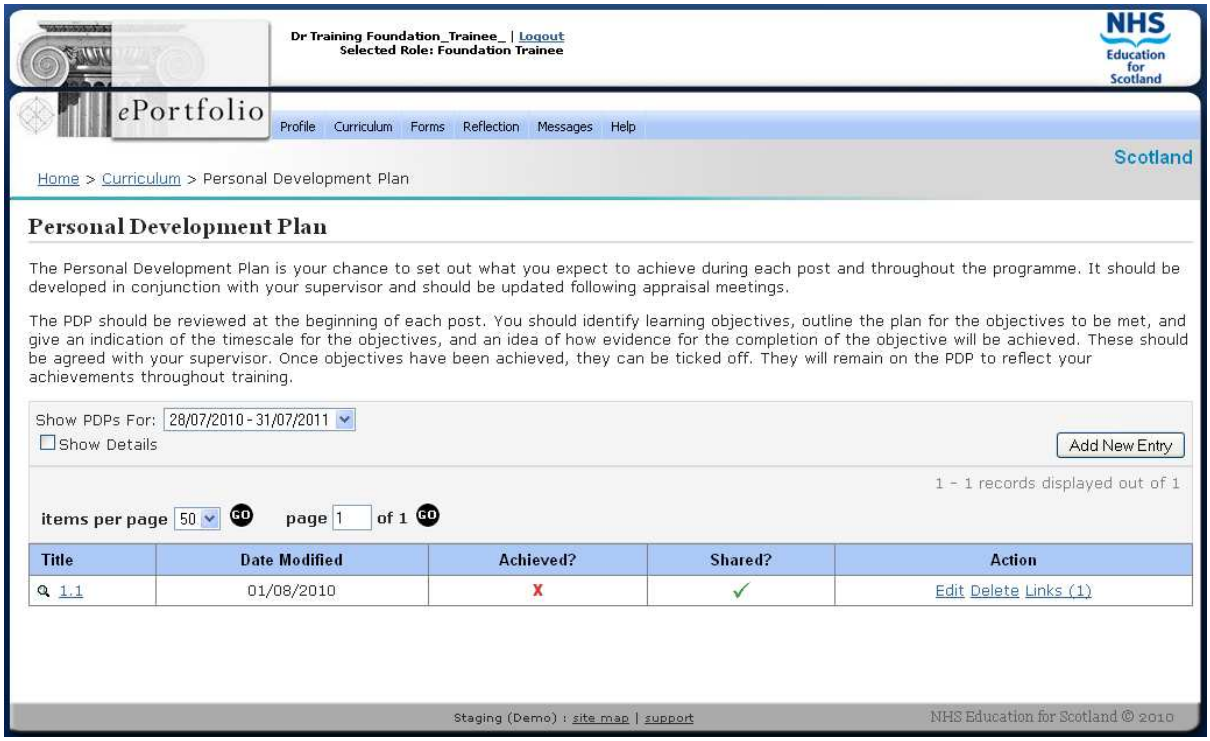
Once generated links can be displayed by clicking on the link icon for a second time. Links can be deleted from a competency by clicking on the delete button adjacent to the link (circled above). Note that this just deletes the link; the saved form itself is unaffected.

2.5.1 Personal Development Plan

The Personal Development Plan (PDP) is your chance to set out what you expect to achieve during this training. It should be developed in conjunction with your supervisors and can be referred to during your training.

The PDP should be reviewed at the initial meeting. You should identify learning objectives, outline the plan for the objectives to be met, and give an indication of the timescale for the objectives, and an idea of how evidence for the completion of the objective will be achieved. These should be agreed with your primary trainer. Once objectives have been achieved, they can be ticked off. They will remain on the PDP to reflect your achievements throughout training.

To access an existing **PDP**, click on the **Reflection** menu and then select **Personal Development Plan**.


Dr Training Foundation_Trainee_ | Logout
Selected Role: Foundation Trainee
NHS Education for Scotland
ePortfolio
Profile Curriculum Forms Reflection Messages Help
Scotland
Home > Curriculum > Personal Development Plan
Personal Development Plan
The Personal Development Plan is your chance to set out what you expect to achieve during each post and throughout the programme. It should be developed in conjunction with your supervisor and should be updated following appraisal meetings.
The PDP should be reviewed at the beginning of each post. You should identify learning objectives, outline the plan for the objectives to be met, and give an indication of the timescale for the objectives, and an idea of how evidence for the completion of the objective will be achieved. These should be agreed with your supervisor. Once objectives have been achieved, they can be ticked off. They will remain on the PDP to reflect your achievements throughout training.
Show PDPs For: 28/07/2010 - 31/07/2011
Show Details
Add New Entry
1 - 1 records displayed out of 1
items per page 50 GO page 1 of 1 GO
Title
Date Modified
Achieved?
Shared?
Action
1.1
01/08/2010
X
✓
Edit Delete Links (1)
Staging (Demo) : site map | support
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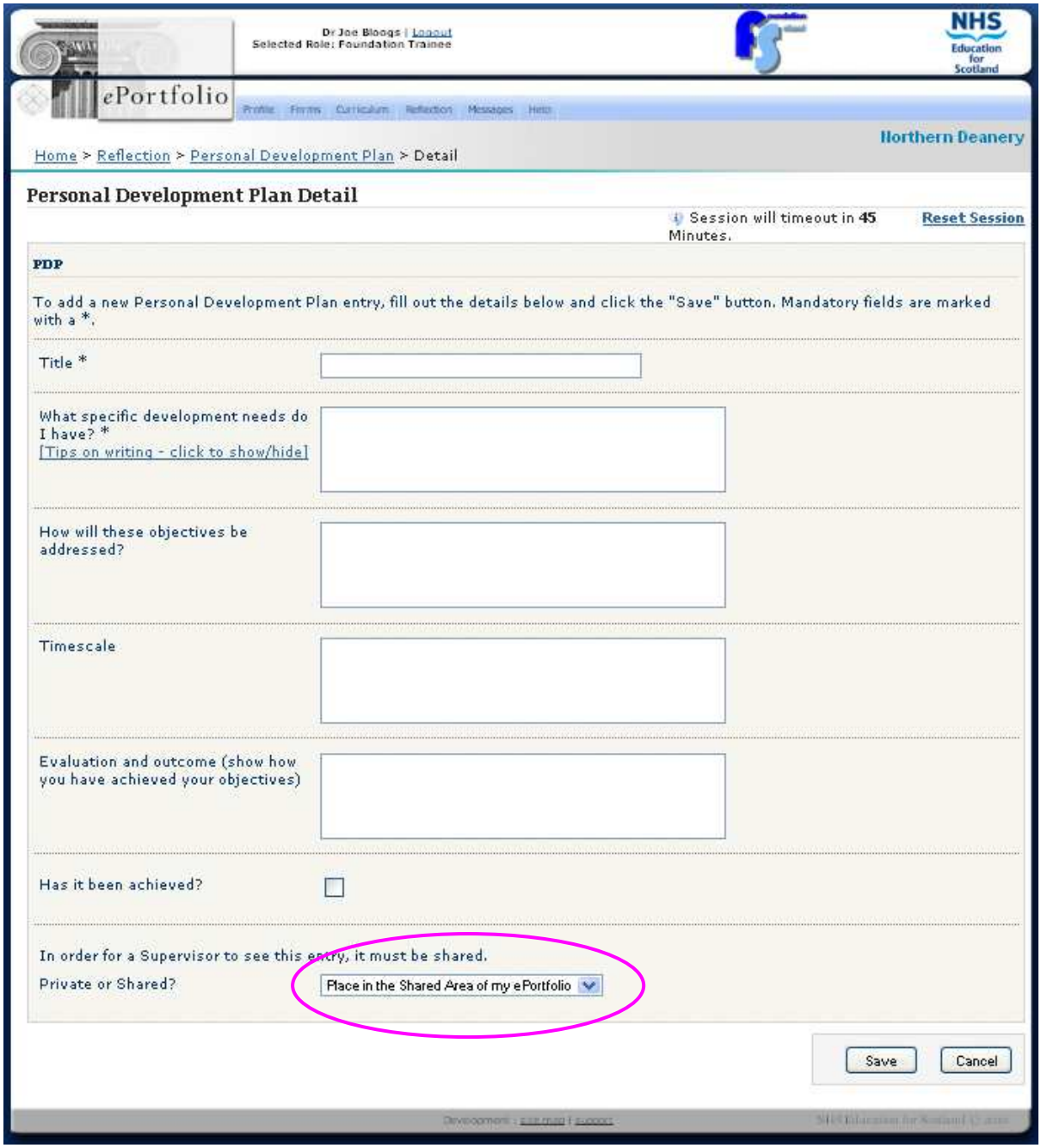
Click on the title to view a **PDP** entry, or place a tick in the **Show Details** checkbox to get an overview (as shown on the example above). You can also edit or delete the entries. You can add a comment or signature to it - the comments will be displayed at the bottom of the entry and they are visible to all who you choose to have access to it.

If you want your Trainer(s) to be able to view your entries, then you can choose to share them. If not, you can choose to keep them in your private area and no other ePortfolio user has access to your private entries. Your Trainer can sign the **PDP** entry and add a comment, if required; however *you must share an entry first* so that they can view it.

To add a new entry in your **PDP**, click on the **Add New Entry** button. Then complete the free text boxes for your **PDP** entry and click on the **Save** button. Remember to select **Place in the shared area of my ePortfolio** from the drop down bow (see below) if you wish your supervisor to be able to see this entry.


Dr Joe Bloogs | Logout
Selected Role: Foundation Trainee
NHS Education for Scotland
ePortfolio
Profile Forms Curriculum Reflection Messages Help
Northern Deanery
Home > Reflection > Personal Development Plan > Detail
Personal Development Plan Detail
Session will timeout in 45 Minutes.
Reset Session
PDP
To add a new Personal Development Plan entry, fill out the details below and click the "Save" button. Mandatory fields are marked with a *.
Title *
What specific development needs do I have? *
[Tips on writing - click to show/hide]
How will these objectives be addressed?
Timescale
Evaluation and outcome (show how you have achieved your objectives)
Has it been achieved?
In order for a Supervisor to see this entry, it must be shared.
Private or Shared?
Place in the Shared Area of my ePortfolio
Save
Cancel

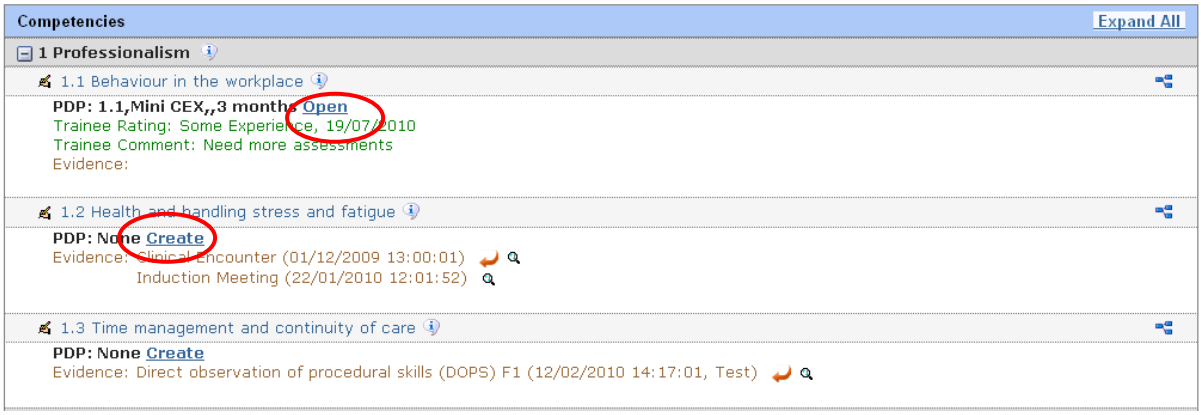
2.5.1.1 The Curriculum competency PDP

As well as the 'standard' stand alone PDP presented above there is an integrated PDP in each curriculum competency.

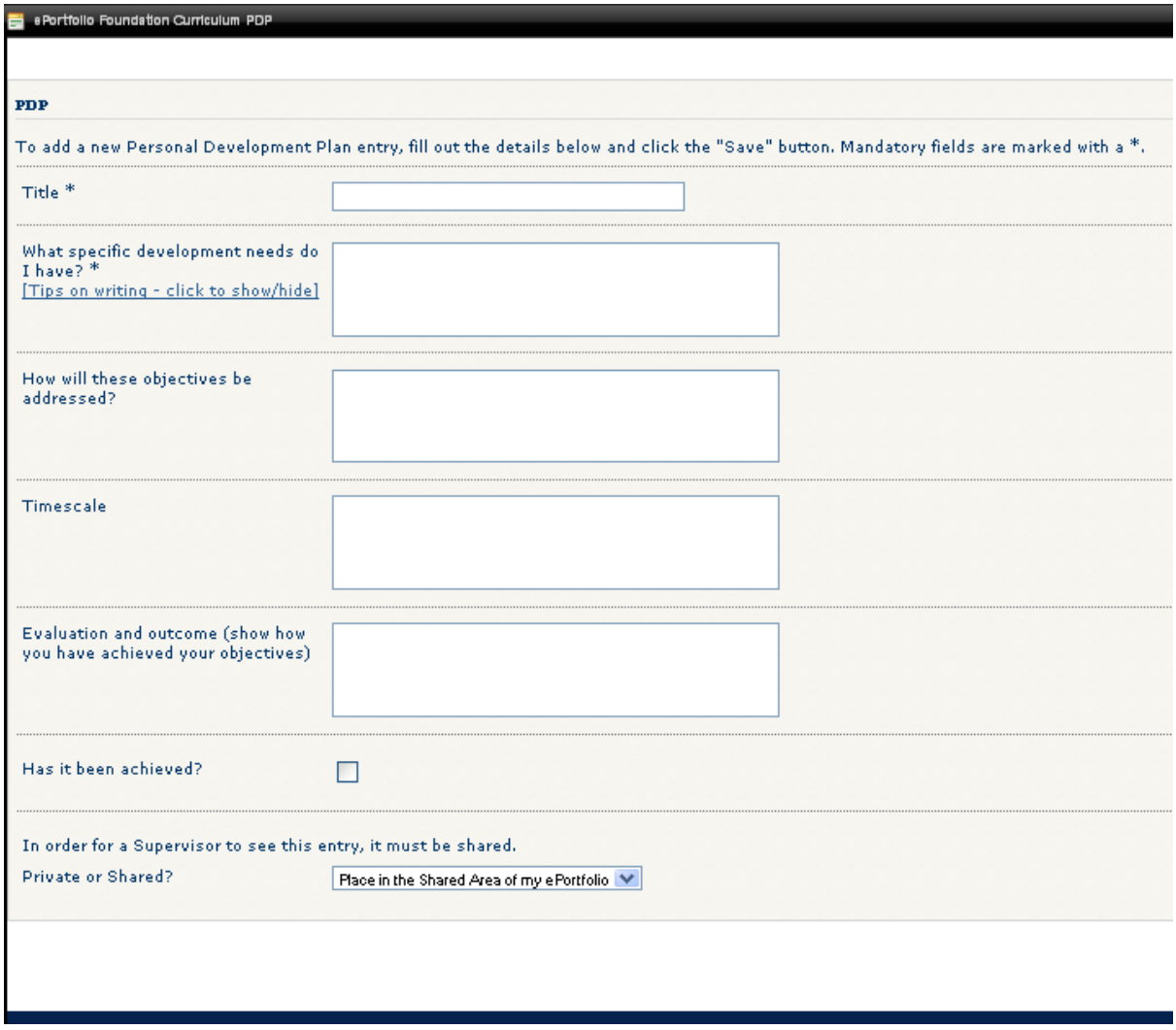
This can be used at the start of a placement to set out when and how you will demonstrate proficiency in this competency as required by the 2010 Foundation Programme Curriculum.

Each competency has a **PDP** section, that will initially show as follows;

PDP: None Create


Competencies
Expand All
1 Professionalism
1.1 Behaviour in the workplace
PDP: 1.1,Mini CEX,,3 months Open
Trainee Rating: Some Experience, 19/07/2010
Trainee Comment: Need more assessments
Evidence:
1.2 Health and handling stress and fatigue
PDP: None Create
Evidence: Clinical Encounter (01/12/2009 13:00:01)
Induction Meeting (22/01/2010 12:01:52)
1.3 Time management and continuity of care
PDP: None Create
Evidence: Direct observation of procedural skills (DOPS) F1 (12/02/2010 14:17:01, Test)

Clicking on the Create link will open up the curriculum PDP page, demonstrated below.


ePortfolio Foundation Curriculum PDP
PDP
To add a new Personal Development Plan entry, fill out the details below and click the "Save" button. Mandatory fields are marked with a *.
Title *
What specific development needs do I have? *
[Tips on writing - click to show/hide]
How will these objectives be addressed?
Timescale
Evaluation and outcome (show how you have achieved your objectives)
Has it been achieved?
In order for a Supervisor to see this entry, it must be shared.
Private or Shared?
Place in the Shared Area of my ePortfolio

Once filled this PDP will be saved in the list of PDPs in the main PDP section. You will also be able to access it from the curriculum competency that it is linked to by clicking the **Open** link adjacent to the PDP details in each competency.

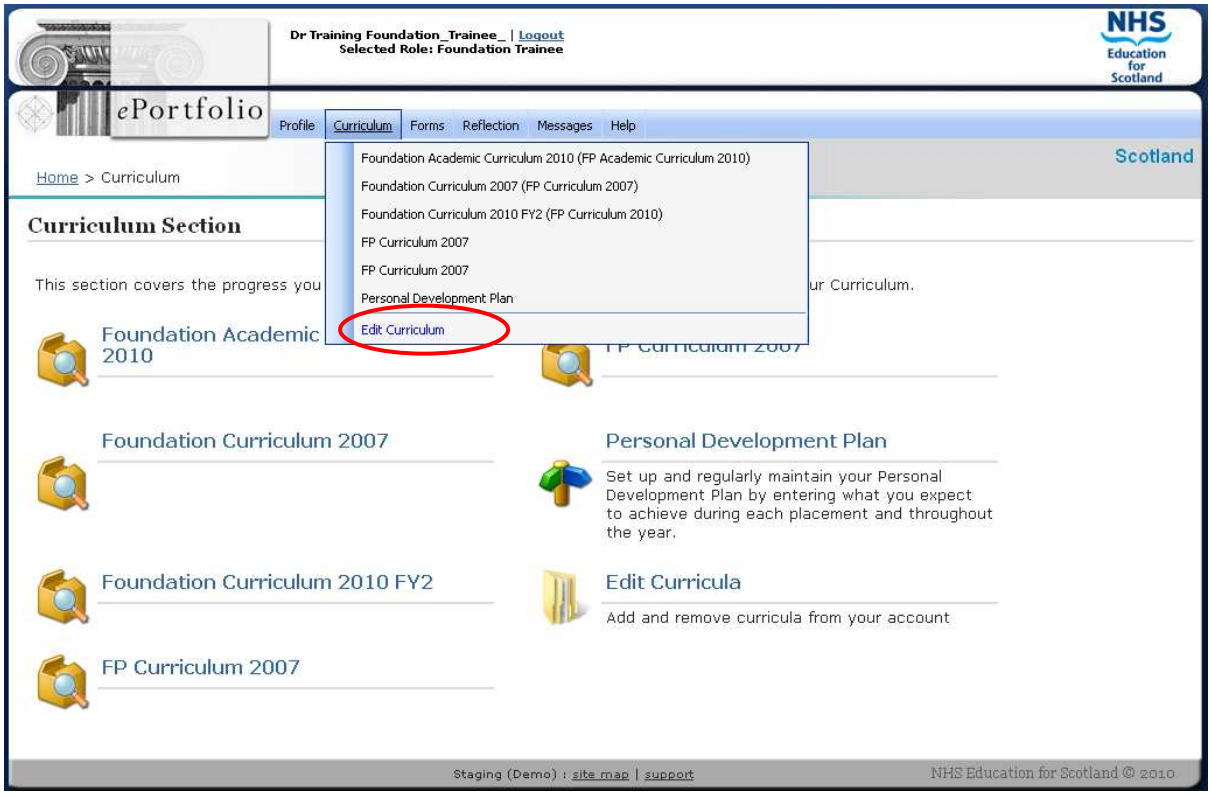
The inputted answers to the following questions in the PDP will be highlighted in bold in the curriculum outcome that the curriculum PDP is attached to:

- **Title**
- **How will these objectives be addressed?**

- **Timescale**

2.5.2 The Curriculum edit page

In addition to your displayed curricula in the curriculum menu you will see a page tilted **Edit Curriculum** (highlighted below).


Dr Training Foundation_Trainee_ | Logout
Selected Role: Foundation Trainee
NHS Education for Scotland
ePortfolio
Profile
Curriculum
Forms
Reflection
Messages
Help
Scotland
Home > Curriculum
Curriculum Section
This section covers the progress you
ur Curriculum.
Foundation Academic Curriculum 2010 (FP Academic Curriculum 2010)
Foundation Curriculum 2007 (FP Curriculum 2007)
Foundation Curriculum 2010 FY2 (FP Curriculum 2010)
FP Curriculum 2007
FP Curriculum 2007
Personal Development Plan
Edit Curriculum
Foundation Academic 2010
Foundation Curriculum 2007
Personal Development Plan
Set up and regularly maintain your Personal Development Plan by entering what you expect to achieve during each placement and throughout the year.
Foundation Curriculum 2010 FY2
Edit Curricula
Add and remove curricula from your account
FP Curriculum 2007
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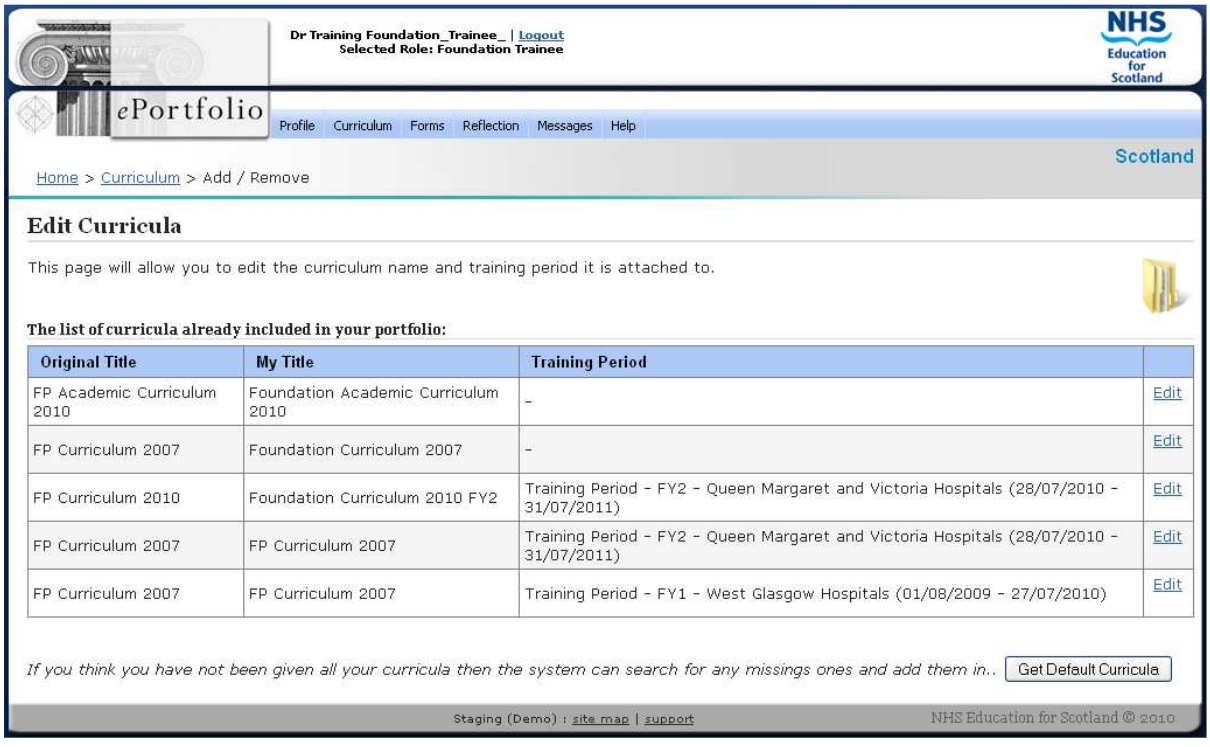
This page will allow you to edit curriculum pages in your list of available curriculums and attach them to various training periods.


Dr Training Foundation_Trainee_ | Logout
Selected Role: Foundation Trainee
NHS Education for Scotland
ePortfolio
Profile
Curriculum
Forms
Reflection
Messages
Help
Scotland
Home > Curriculum > Add / Remove
Edit Curricula
This page will allow you to edit the curriculum name and training period it is attached to.
The list of curricula already included in your portfolio:
Original Title | My Title | Training Period
FP Academic Curriculum 2010 | Foundation Academic Curriculum 2010 | - | Edit
FP Curriculum 2007 | Foundation Curriculum 2007 | - | Edit
FP Curriculum 2010 | Foundation Curriculum 2010 FY2 | Training Period - FY2 - Queen Margaret and Victoria Hospitals (28/07/2010 - 31/07/2011) | Edit
FP Curriculum 2007 | FP Curriculum 2007 | Training Period - FY2 - Queen Margaret and Victoria Hospitals (28/07/2010 - 31/07/2011) | Edit
FP Curriculum 2007 | FP Curriculum 2007 | Training Period - FY1 - West Glasgow Hospitals (01/08/2009 - 27/07/2010) | Edit
If you think you have not been given all your curricula then the system can search for any missings ones and add them in..
Get Default Curricula
Staging (Demo) : site map | support
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Select the curricula you wish to add and click the **Edit** link.

You can select which training year you wish to associate which curriculum with.

The edit function will also allow you to change the stock title of a curriculum to a personal title (the original curriculum name will show in brackets after any name you have given it).

2.6 The Forms Menu

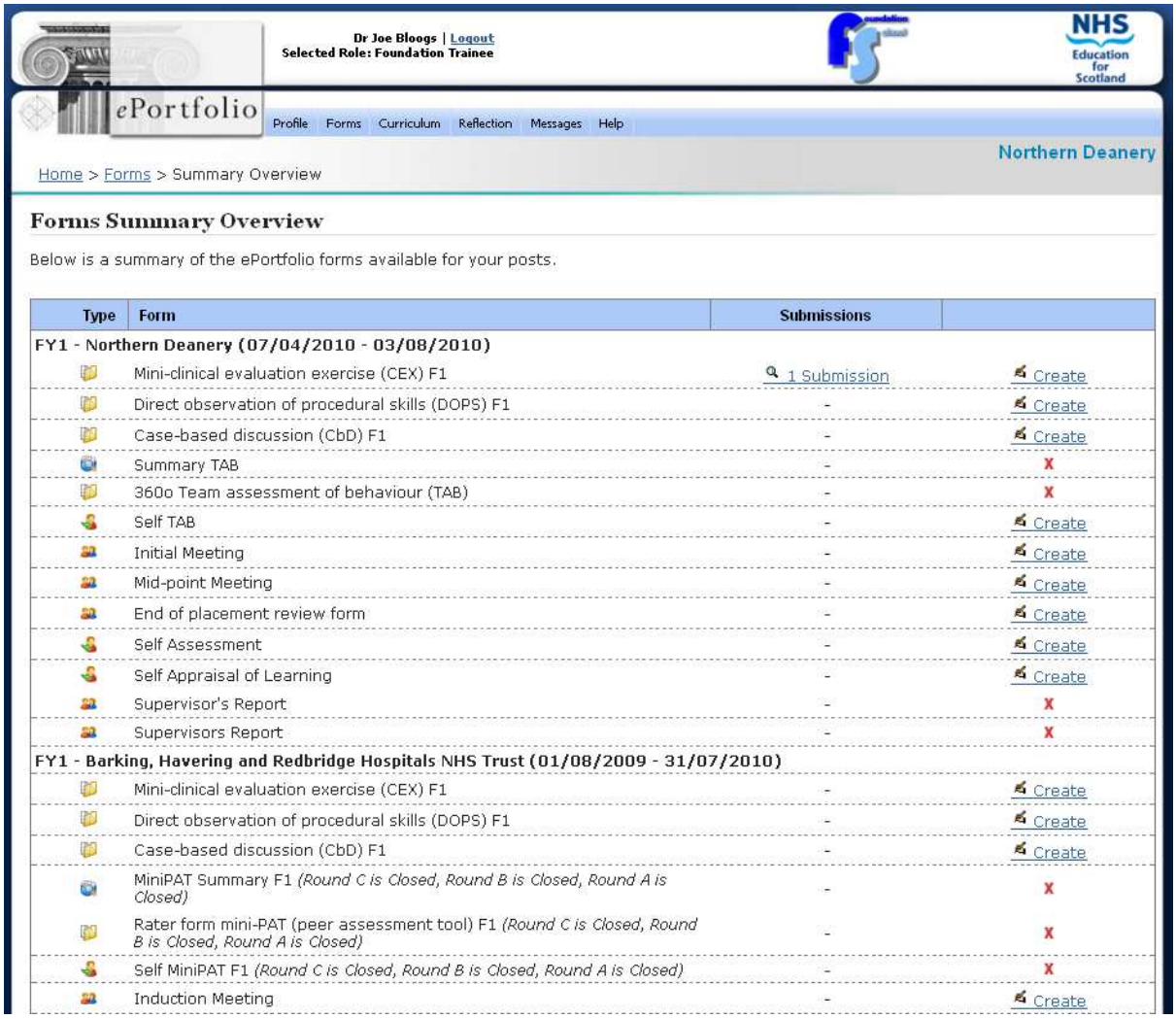
You access the **Forms** section by clicking on the **Forms** menu header. You can access the various electronic forms that are stored in your ePortfolio here.

When completing a form, you will see a timer in the top right of the screen. This will count down from forty five minutes and for security purposes, will log you out if you have not completed the form in that time. It is possible for you to reset this timer if you need longer to complete the form.

Depending on your Deanery you may have a different selection of menu items available. Let's take a look at what each menu item is used for:

2.6.1 Summary Overview

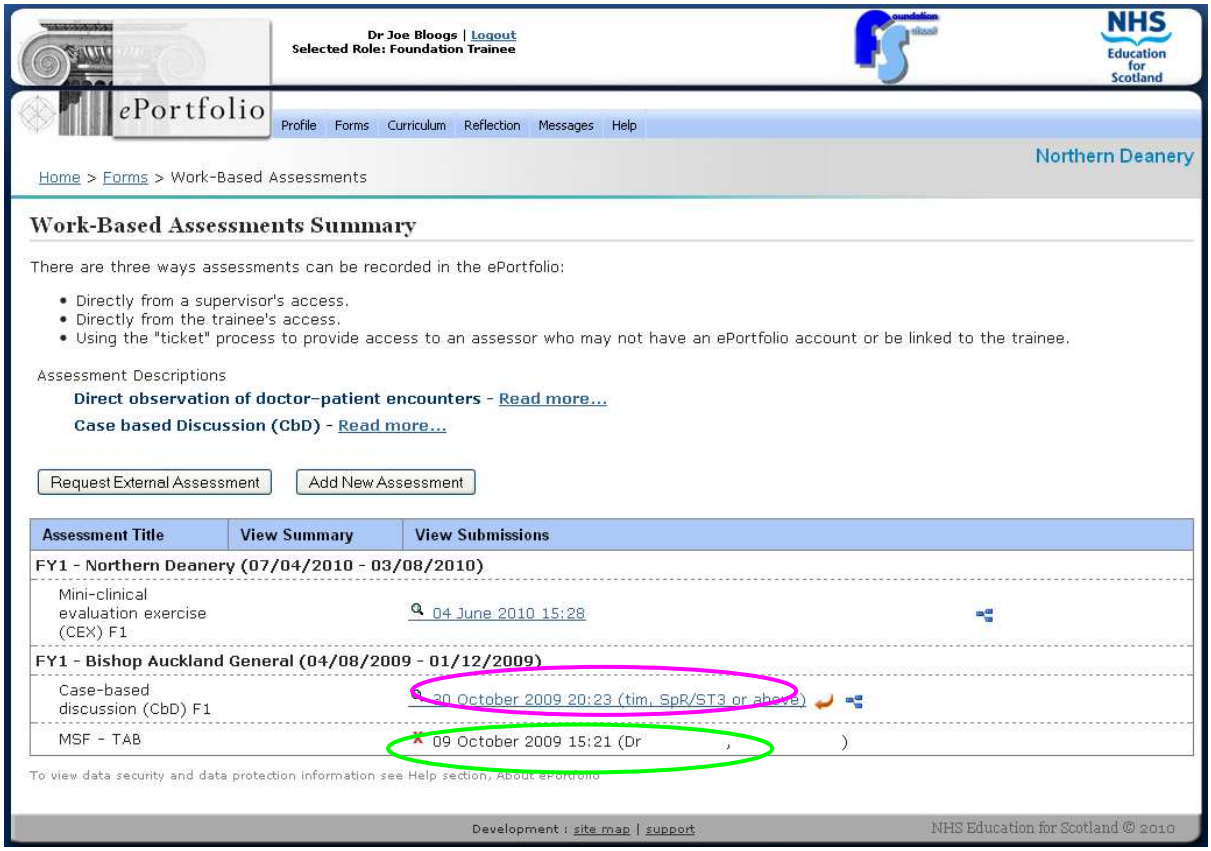
This is a summary of all the electronic forms available for your current and previous posts. You can view forms that have been submitted or create new forms, where appropriate.


Dr Joe Bloogs | Logout
Selected Role: Foundation Trainee
NHS Education for Scotland
ePortfolio
Profile Forms Curriculum Reflection Messages Help
Northern Deanery
Home > Forms > Summary Overview
Forms Summary Overview
Below is a summary of the ePortfolio forms available for your posts.
Type Form Submissions
FY1 - Northern Deanery (07/04/2010 - 03/08/2010)
Mini-clinical evaluation exercise (CEX) F1 1 Submission Create
Direct observation of procedural skills (DOPS) F1 - Create
Case-based discussion (CbD) F1 - Create
Summary TAB - X
360o Team assessment of behaviour (TAB) - X
Self TAB - Create
Initial Meeting - Create
Mid-point Meeting - Create
End of placement review form - Create
Self Assessment - Create
Self Appraisal of Learning - Create
Supervisor's Report - X
Supervisors Report - X
FY1 - Barking, Havering and Redbridge Hospitals NHS Trust (01/08/2009 - 31/07/2010)
Mini-clinical evaluation exercise (CEX) F1 - Create
Direct observation of procedural skills (DOPS) F1 - Create
Case-based discussion (CbD) F1 - Create
MiniPAT Summary F1 (Round C is Closed, Round B is Closed, Round A is Closed) - X
Rater form mini-PAT (peer assessment tool) F1 (Round C is Closed, Round B is Closed, Round A is Closed) - X
Self MiniPAT F1 (Round C is Closed, Round B is Closed, Round A is Closed) - X
Induction Meeting - Create

2.6.2 Work-Based Assessments

You can view the work-based assessments (such as **MiniCEX, DOPS** etc.) that have been submitted for your current and previous posts.

A list of the completed forms will appear in a table in the bottom of the page. To open a form and view details click on the blue link after the magnifying glass icon (highlighted below).


Dr Joe Bloogs | Logout
Selected Role: Foundation Trainee
NHS Education for Scotland
ePortfolio
Profile Forms Curriculum Reflection Messages Help
Northern Deanery
Home > Forms > Work-Based Assessments
Work-Based Assessments Summary
There are three ways assessments can be recorded in the ePortfolio:
Directly from a supervisor's access.
Directly from the trainee's access.
Using the "ticket" process to provide access to an assessor who may not have an ePortfolio account or be linked to the trainee.
Assessment Descriptions
Direct observation of doctor-patient encounters - Read more...
Case based Discussion (CbD) - Read more...
Request External Assessment
Add New Assessment
Assessment Title
View Summary
View Submissions
FY1 - Northern Deanery (07/04/2010 - 03/08/2010)
Mini-clinical evaluation exercise (CEX) F1
04 June 2010 15:28
FY1 - Bishop Auckland General (04/08/2009 - 01/12/2009)
Case-based discussion (CbD) F1
30 October 2009 20:23 (tim, SpR/ST3 or above)
MSF - TAB
09 October 2009 15:21 (Dr)
To view data security and data protection information see Help section, About ePortfolio
Development : site map | support
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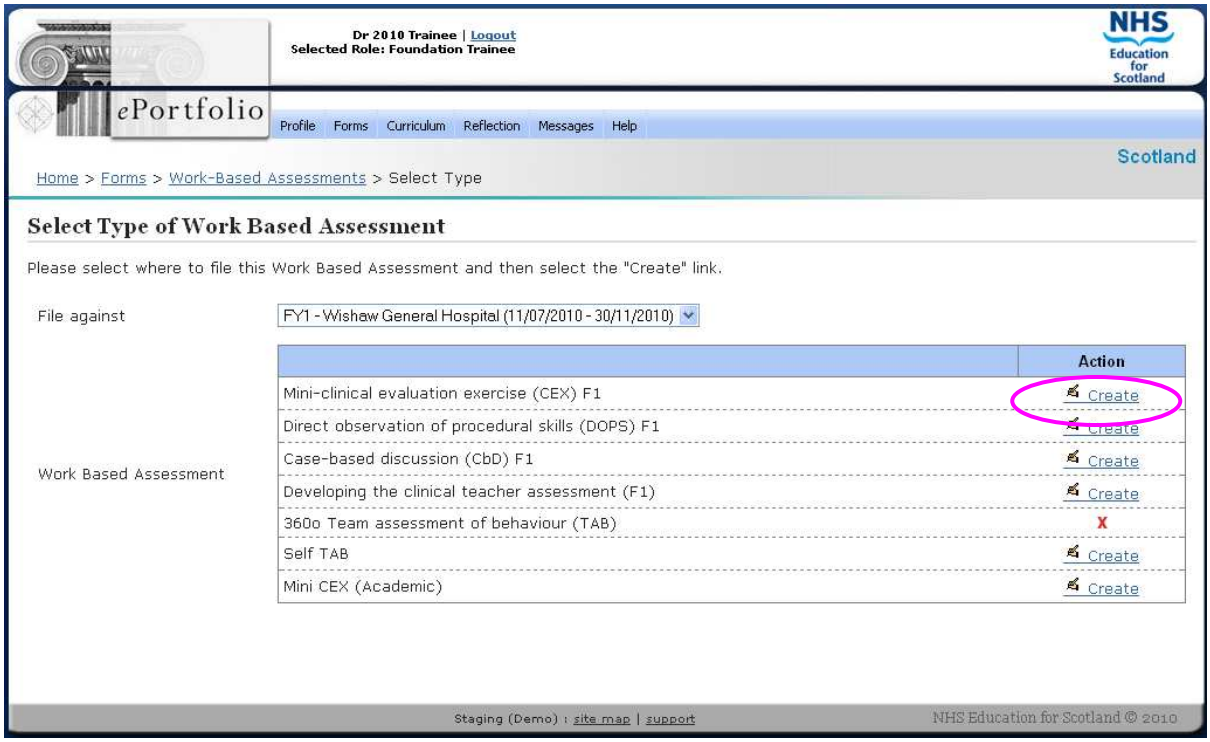
Some forms such as the TAB returns will not be viewable until **released** by your educational supervisor. You will see that the form has been entered into your account, but rather than showing as a blue link, the details will appear as normal text (highlighted in green above), this is intended. Once you have the requisite number of TAB returns (normally 10) your supervisor will be able to release a summary of the TAB forms. In some cases the supervisor may also release the original returns to you, though this procedure differs between deaneries.

2.6.2.1 Self entered assessment forms

You can also create forms in this section. It is generally accepted that most forms will be entered into your account via the ticketing system or directly from your Supervisors ePortfolio account (see section 1.5.6 below), however you are also able to create a form yourself on an assessor's behalf in the unusual circumstance that an assessor is unable to do so themselves. Normally an assigned clinical or educational Supervisor or an administrator would create assessments directly using their own login. You should not use this facility to allow others to fill in forms from your own access. This will log those forms as 'self entered' and they may therefore not count towards your necessary numbers of assessments.

To self create forms in this manner select the 'Add new Assessment' button and click the 'create' link (as indicated on the screenshot below). This will bring up the empty form that can then be completed.


Dr 2010 Trainee | Logout
Selected Role: Foundation Trainee
NHS Education for Scotland
ePortfolio
Profile Forms Curriculum Reflection Messages Help
Scotland
Home > Forms > Work-Based Assessments > Select Type
Select Type of Work Based Assessment
Please select where to file this Work Based Assessment and then select the "Create" link.
File against
FY1 - Wishaw General Hospital (11/07/2010 - 30/11/2010)
Work Based Assessment
Action
Mini-clinical evaluation exercise (CEX) F1
Create
Direct observation of procedural skills (DOPS) F1
Create
Case-based discussion (CbD) F1
Create
Developing the clinical teacher assessment (F1)
Create
360o Team assessment of behaviour (TAB)
X
Self TAB
Create
Mini CEX (Academic)
Create
Staging (Demo) : site map | support
NHS Education for Scotland © 2010

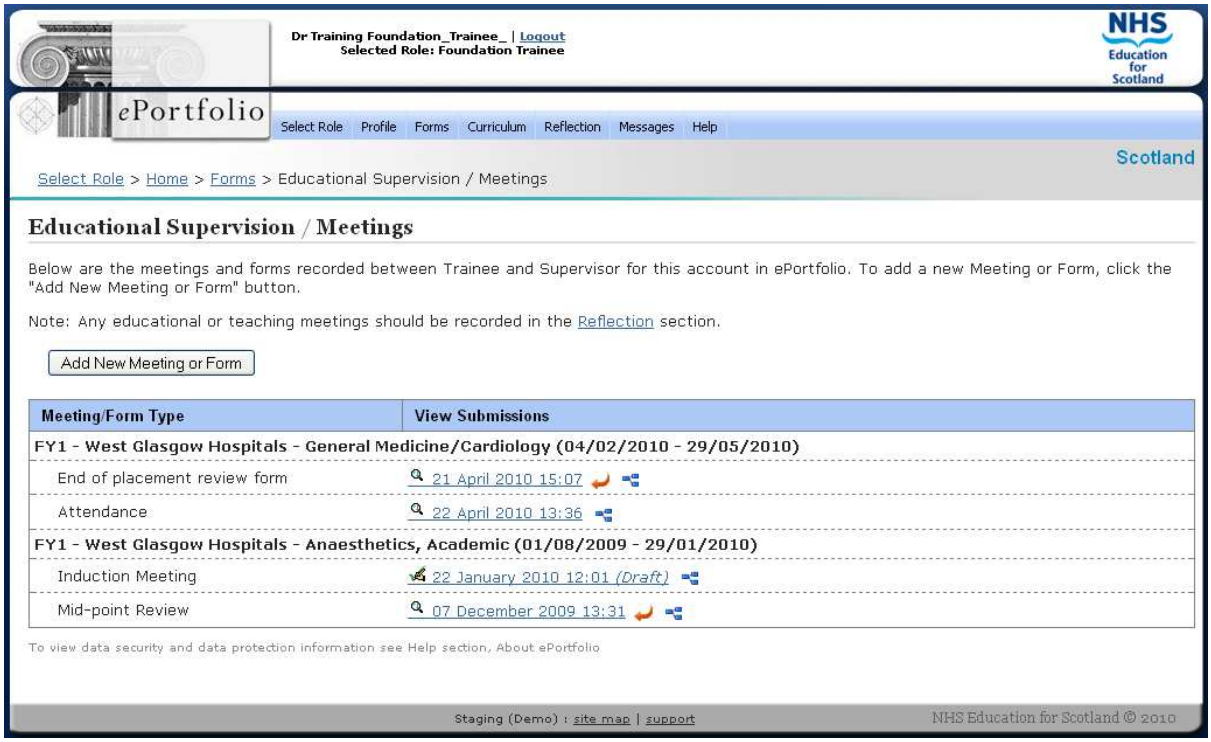
You cannot self complete some forms, for example a Team Assessment of Behaviour (TAB) assessment and you will see a red cross next to it in the action column (A separate Self TAB form is provided for this purpose.). The range of forms available to self create sometime varies according to deanery requirements so can vary across different users.

Multi-source feedback (in most Foundation Deaneries this will be **TAB**) also requires a self assessment as well as peer/colleague assessments. You can complete this **Self TAB** by clicking on the **Create**. The completed form clearly shows that it is a self-assessment.

Note: *There are differences between Deaneries which means that you may not be able to view your assessments until a certain number have been completed or they have been released by your Supervisor (if this functionality is used by your Deanery).*

2.6.3 Supervision / Meetings

In this section you will find the forms that record the meetings that you have with your various different supervisors.


Dr Training Foundation_Trainee_ | Logout
Selected Role: Foundation Trainee
NHS Education for Scotland
ePortfolio
Select Role Profile Forms Curriculum Reflection Messages Help
Scotland
Select Role > Home > Forms > Educational Supervision / Meetings
Educational Supervision / Meetings
Below are the meetings and forms recorded between Trainee and Supervisor for this account in ePortfolio. To add a new Meeting or Form, click the "Add New Meeting or Form" button.
Note: Any educational or teaching meetings should be recorded in the Reflection section.
Add New Meeting or Form
Meeting/Form Type
View Submissions
FY1 - West Glasgow Hospitals - General Medicine/Cardiology (04/02/2010 - 29/05/2010)
End of placement review form
21 April 2010 15:07
Attendance
22 April 2010 13:36
FY1 - West Glasgow Hospitals - Anaesthetics, Academic (01/08/2009 - 29/01/2010)
Induction Meeting
22 January 2010 12:01 (Draft)
Mid-point Review
07 December 2009 13:31
To view data security and data protection information see Help section, About ePortfolio
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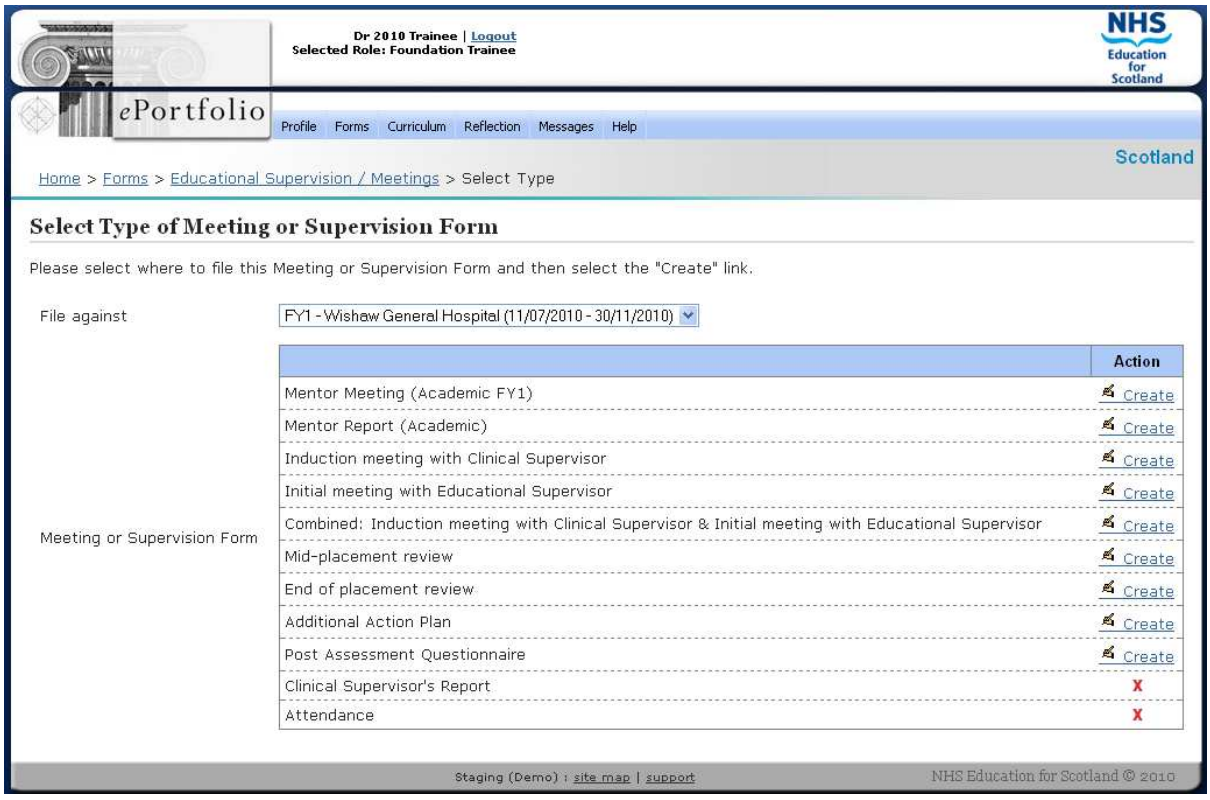
You can view or create forms by clicking the blue link or 'Add new meeting' button in the same way as for assessment forms detailed above in section 2.6.2.

Meeting or Supervision forms are generally entered by a supervisor directly from their log in. Some supervisors may require you to self enter these forms on their behalf, but this should be the exception rather than the rule.


Dr 2010 Trainee | Logout
Selected Role: Foundation Trainee
NHS Education for Scotland
ePortfolio
Profile Forms Curriculum Reflection Messages Help
Scotland
Home > Forms > Educational Supervision / Meetings > Select Type
Select Type of Meeting or Supervision Form
Please select where to file this Meeting or Supervision Form and then select the "Create" link.
File against
FY1 - Wishaw General Hospital (11/07/2010 - 30/11/2010)
Meeting or Supervision Form
Action
Mentor Meeting (Academic FY1) Create
Mentor Report (Academic) Create
Induction meeting with Clinical Supervisor Create
Initial meeting with Educational Supervisor Create
Combined: Induction meeting with Clinical Supervisor & Initial meeting with Educational Supervisor Create
Mid-placement review Create
End of placement review Create
Additional Action Plan Create
Post Assessment Questionnaire Create
Clinical Supervisor's Report X
Attendance X
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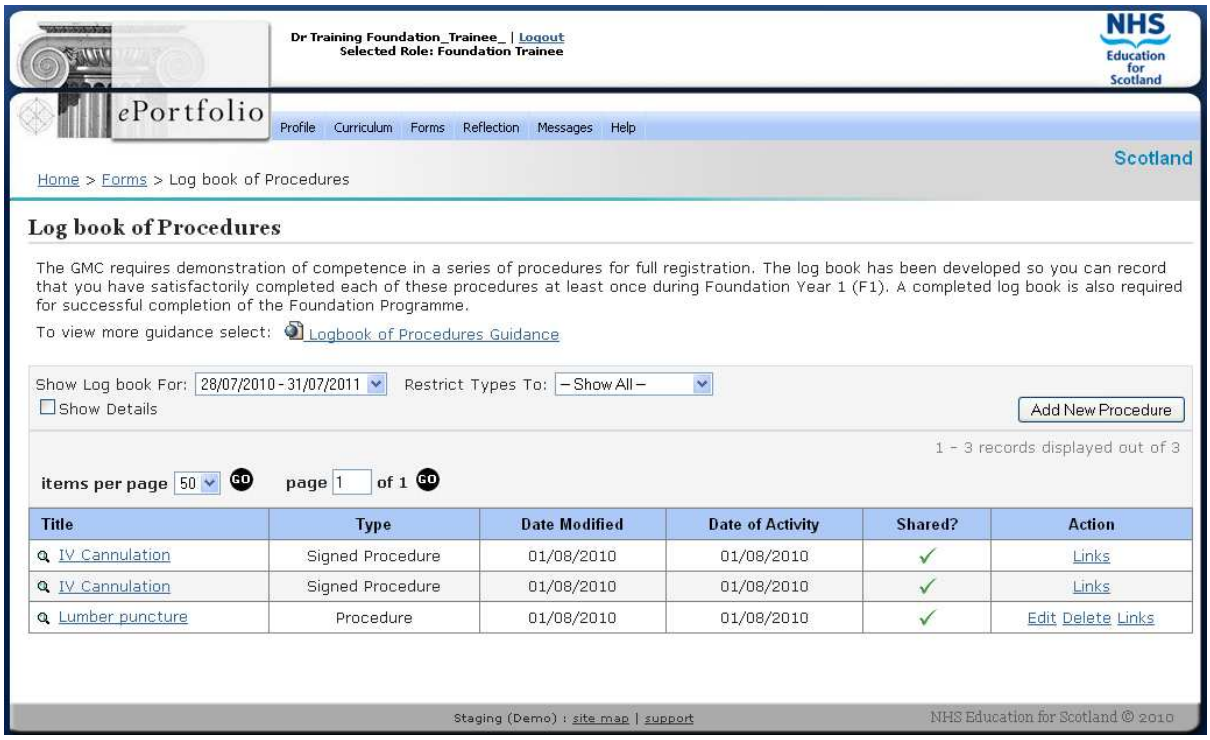
2.6.4 Log of Procedures

You can use this section to record any practical procedures that you undertake.

For those following the 2010 curriculum this section will be split into two parts. The first will be where a trainee sees their 'Sign-off' log-book for those practical procedures that they need to be verified as competent in. The records in this section will be requested via the ticketing system and filled in by an external assessor.


Dr Training Foundation_Trainee_ | Logout
Selected Role: Foundation Trainee
NHS Education for Scotland
ePortfolio
Profile Curriculum Forms Reflection Messages Help
Scotland
Home > Forms > Log book of Procedures
Log book of Procedures
The GMC requires demonstration of competence in a series of procedures for full registration. The log book has been developed so you can record that you have satisfactorily completed each of these procedures at least once during Foundation Year 1 (F1). A completed log book is also required for successful completion of the Foundation Programme.
To view more guidance select: Logbook of Procedures Guidance
Show Log book For: 28/07/2010 - 31/07/2011
Restrict Types To: – Show All –
Show Details
Add New Procedure
1 - 3 records displayed out of 3
items per page 50 GO
page 1 of 1 GO
Title | Type | Date Modified | Date of Activity | Shared? | Action
IV Cannulation | Signed Procedure | 01/08/2010 | 01/08/2010 | ✓ | Links
IV Cannulation | Signed Procedure | 01/08/2010 | 01/08/2010 | ✓ | Links
Lumber puncture | Procedure | 01/08/2010 | 01/08/2010 | ✓ | Edit Delete Links
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2.6.4.1 Sign-Off Procedures

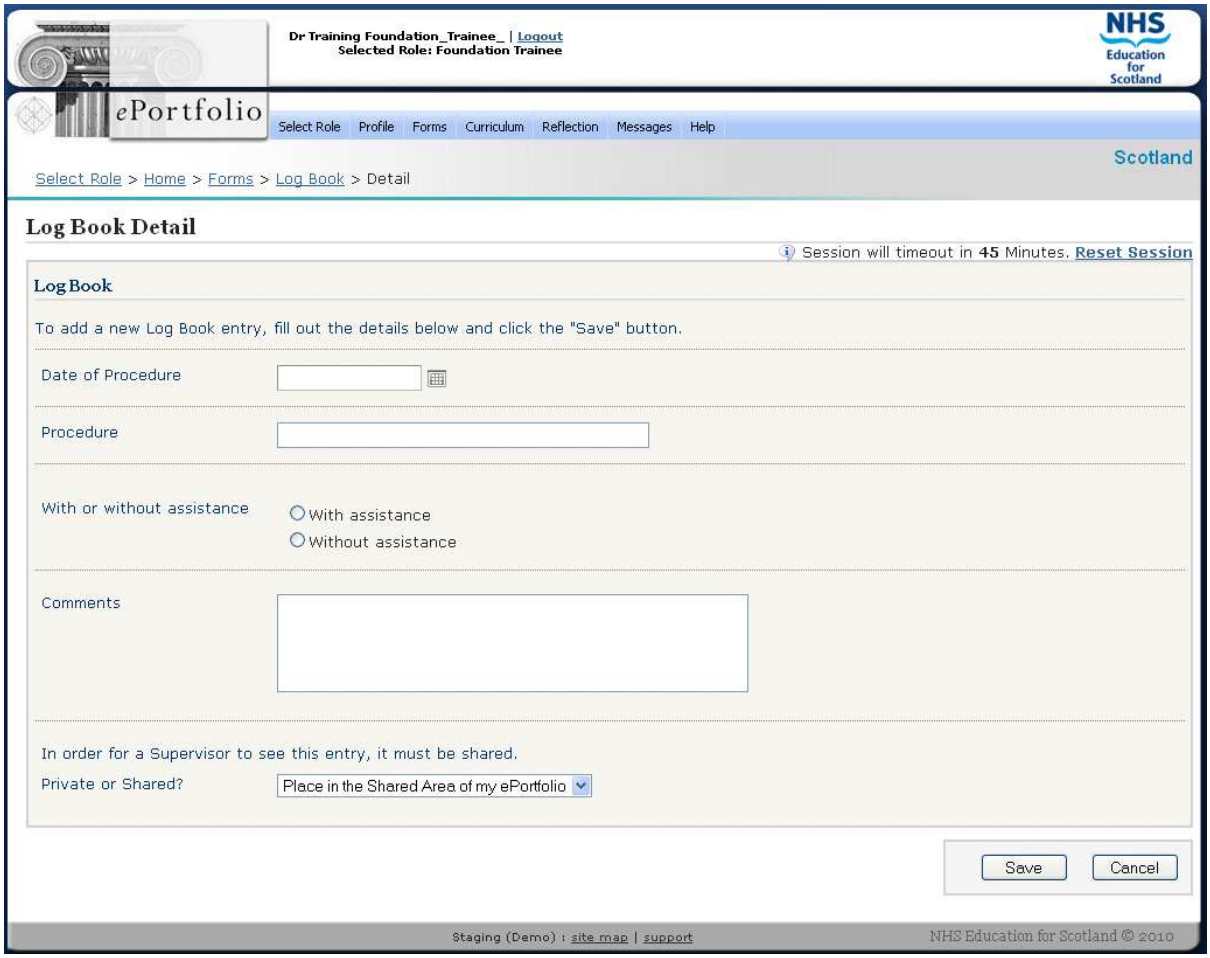
The first type off procedure is the sign-off procedure. Although these can be self entered by a trainee, usually they would be added by an external assessor after the trainee has issued a ticket using the ticketing system (see section 2.6.6 below).

Important: The sign-off procedures are saved against your training year, not your post. When issuing a ticket, you must select your current training year to have the option of generating a sign-off procedure ticket.

2.6.4.2 Other Procedures

The second section allows a trainee to personally log any procedure that they undertake. You may wish to do this to build up an accurate record of all the procedures you undertake in your Foundation Training. This information can be very important for entry into Speciality Training and it is highly recommended that you keep a log of your procedures in this way.

To add a new log click on the **Add New Procedure** button (see above). This will open a form to fill in which can then be saved by clicking the **Save** button.



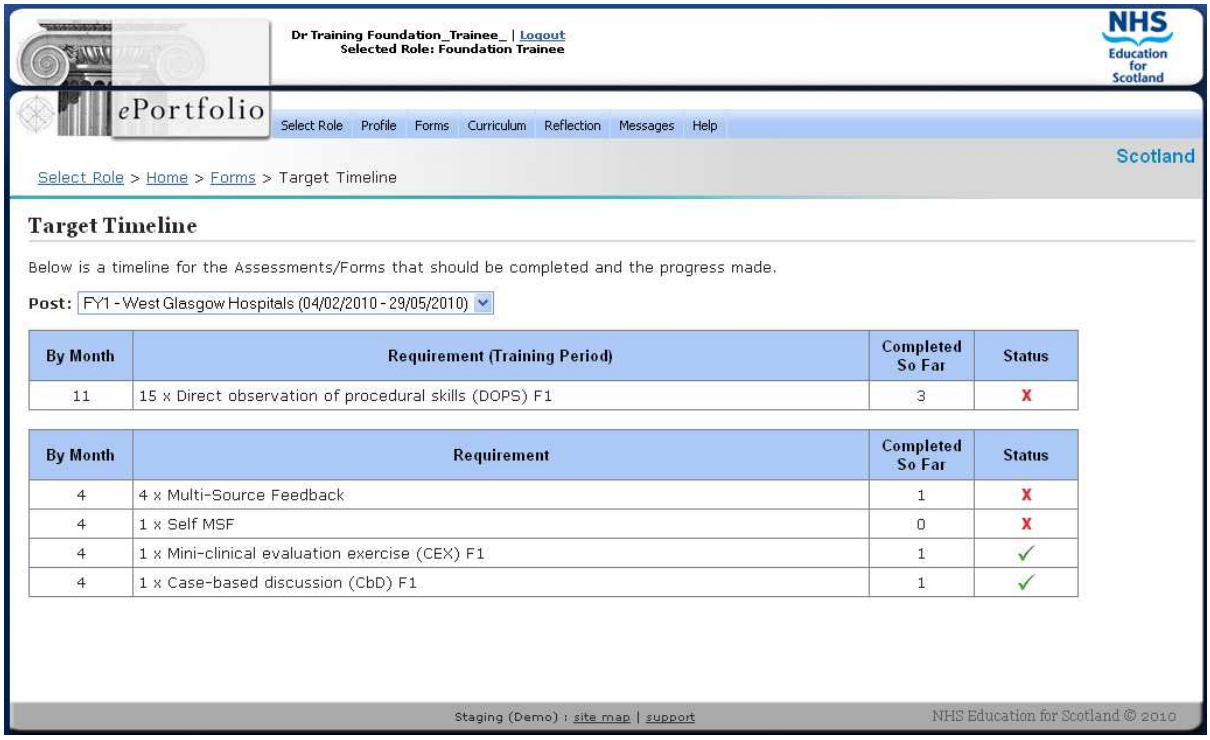
Logs can be marked as private or they can be shared with your Supervisors. Shared or unshared it is important that you are mindful that you must ensure confidentiality of any individuals involved in the procedure and should not under any circumstances record any patient data in the ePortfolio.

2.6.5 Target Timeline

In this section you will find a target timeline set up to help you monitor the forms required for your ePortfolio. The requirements are grouped either by post or by training period. There is a drop-down menu to select the post that you wish to view the requirements for.

You will see displayed by how many months you have to complete the requirement **from the start of the post/training period not the current date.** You will see how many forms are required, and also a running total of the forms completed so far.

There is also a status column that displays a red cross when the number completed is lower than the number required. When the required number is reached the cross changes to a green tick.


Dr Training Foundation_Trainee_ | Logout
Selected Role: Foundation Trainee
NHS Education for Scotland
ePortfolio
Select Role
Profile
Forms
Curriculum
Reflection
Messages
Help
Scotland
Select Role > Home > Forms > Target Timeline
Target Timeline
Below is a timeline for the Assessments/Forms that should be completed and the progress made.
Post: FY1 - West Glasgow Hospitals (04/02/2010 - 29/05/2010)
By Month | Requirement (Training Period) | Completed So Far | Status
11 | 15 x Direct observation of procedural skills (DOPS) F1 | 3 | X
By Month | Requirement | Completed So Far | Status
4 | 4 x Multi-Source Feedback | 1 | X
4 | 1 x Self MSF | 0 | X
4 | 1 x Mini-clinical evaluation exercise (CEX) F1 | 1 | ✓
4 | 1 x Case-based discussion (CbD) F1 | 1 | ✓
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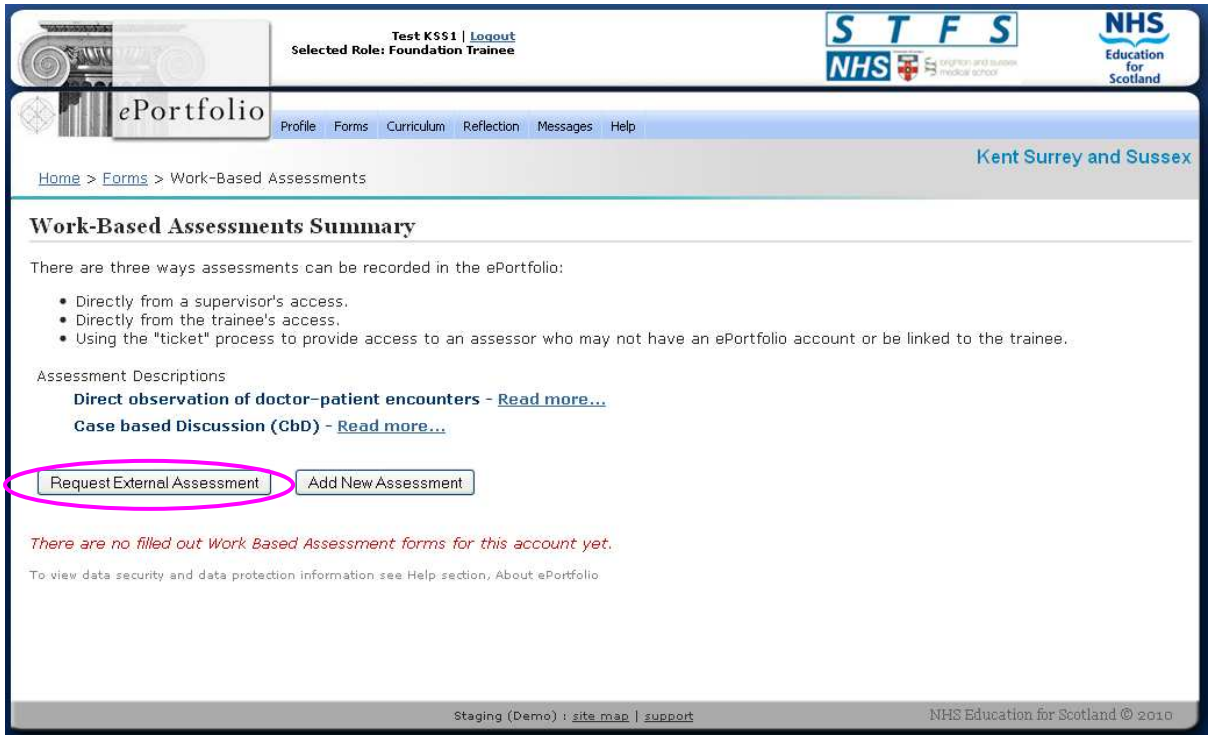
Each timeline is defined by the Postgraduate Deanery and implemented by the ePortfolio team. If your Deanery has yet to contact the ePortfolio team or chosen not to have a timeline set up you will see a message saying "*A Timeline has not been defined for your region yet".*

Note: The timeline shown above is an example from the 2007 Curriculum. The numbers and timings for assessments in the 2010 Curriculum will differ.

2.6.6 Ticket Requests

You can request an external assessor (from all the 'forms' sections above by clicking on the **Request External Assessment** button in each forms page. Requesting an external assessment starts a procedure know as a 'ticket request'.

For example if you wanted to start the process from the 'Work-Based Assessment forms' section you would click the button as indicated on the screenshot below. The button is in a similar place on the other 'forms' pages.


Test KSS1 | Logout
Selected Role: Foundation Trainee
ePortfolio
Profile Forms Curriculum Reflection Messages Help
Kent Surrey and Sussex
Home > Forms > Work-Based Assessments
Work-Based Assessments Summary
There are three ways assessments can be recorded in the ePortfolio:
Directly from a supervisor's access.
Directly from the trainee's access.
Using the "ticket" process to provide access to an assessor who may not have an ePortfolio account or be linked to the trainee.
Assessment Descriptions
Direct observation of doctor-patient encounters - Read more...
Case based Discussion (CbD) - Read more...
Request External Assessment
Add New Assessment
There are no filled out Work Based Assessment forms for this account yet.
To view data security and data protection information see Help section, About ePortfolio
Staging (Demo) : site map | support
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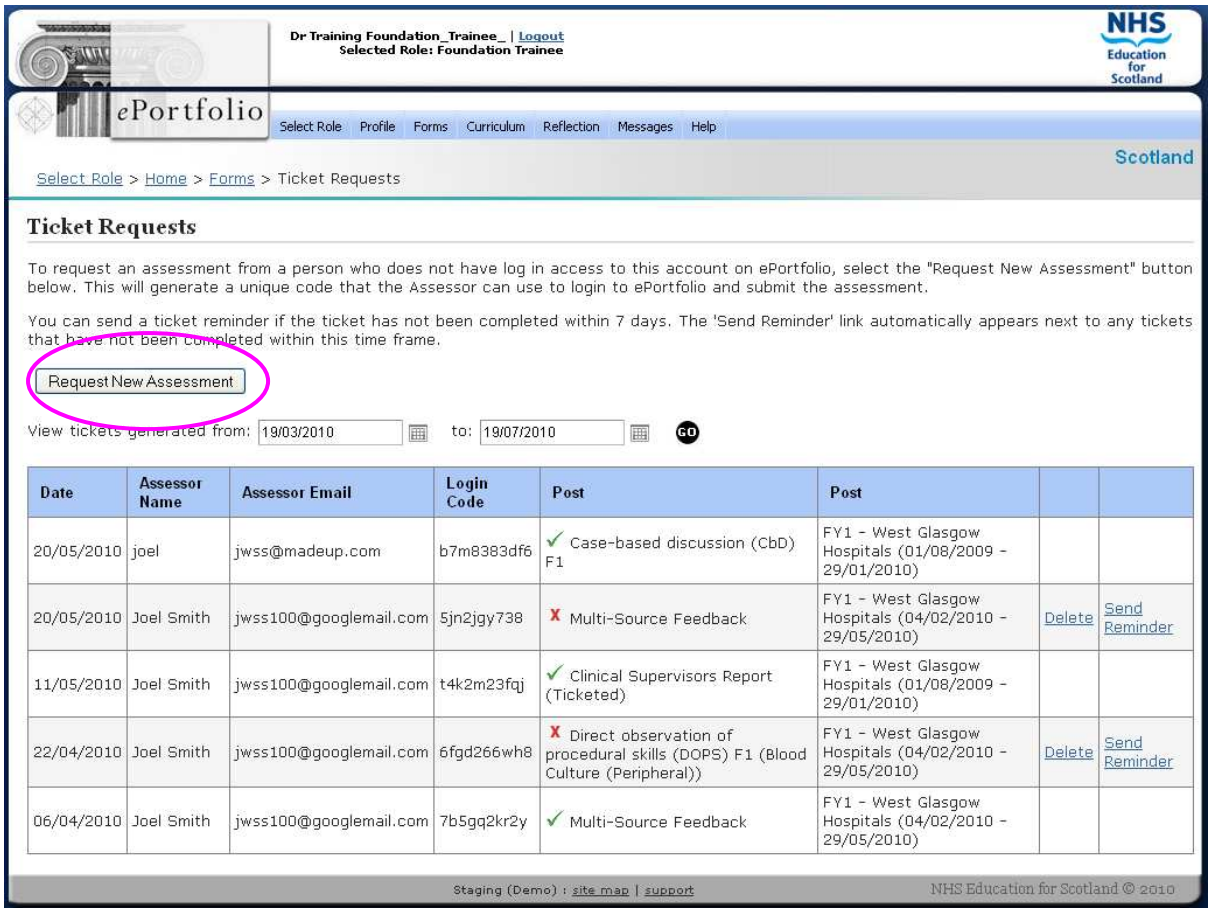
Clicking the **Request External Assessment** button takes you to the **Ticket Requests** page as shown below.


Dr Training Foundation_Trainee_ | Logout
Selected Role: Foundation Trainee
ePortfolio
Select Role Profile Forms Curriculum Reflection Messages Help
Scotland
Select Role > Home > Forms > Ticket Requests
Ticket Requests
To request an assessment from a person who does not have log in access to this account on ePortfolio, select the "Request New Assessment" button below. This will generate a unique code that the Assessor can use to login to ePortfolio and submit the assessment.
You can send a ticket reminder if the ticket has not been completed within 7 days. The 'Send Reminder' link automatically appears next to any tickets that have not been completed within this time frame.
Request New Assessment
View tickets generated from: 19/03/2010 to: 19/07/2010 GO
Date | Assessor Name | Assessor Email | Login Code | Post | Post
20/05/2010 | joel | jwss@madeup.com | b7m8383df6 | ✓ Case-based discussion (CbD) F1 | FY1 - West Glasgow Hospitals (01/08/2009 - 29/01/2010)
20/05/2010 | Joel Smith | jwss100@googlemail.com | 5jn2jgy738 | X Multi-Source Feedback | FY1 - West Glasgow Hospitals (04/02/2010 - 29/05/2010) | Delete | Send Reminder
11/05/2010 | Joel Smith | jwss100@googlemail.com | t4k2m23fqj | ✓ Clinical Supervisors Report (Ticketed) | FY1 - West Glasgow Hospitals (01/08/2009 - 29/01/2010)
22/04/2010 | Joel Smith | jwss100@googlemail.com | 6fgd266wh8 | X Direct observation of procedural skills (DOPS) F1 (Blood Culture (Peripheral)) | FY1 - West Glasgow Hospitals (04/02/2010 - 29/05/2010) | Delete | Send Reminder
06/04/2010 | Joel Smith | jwss100@googlemail.com | 7b5gq2kr2y | ✓ Multi-Source Feedback | FY1 - West Glasgow Hospitals (04/02/2010 - 29/05/2010)
Staging (Demo) : site map | support
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You can also access the ticket request page directly from the Forms menu.

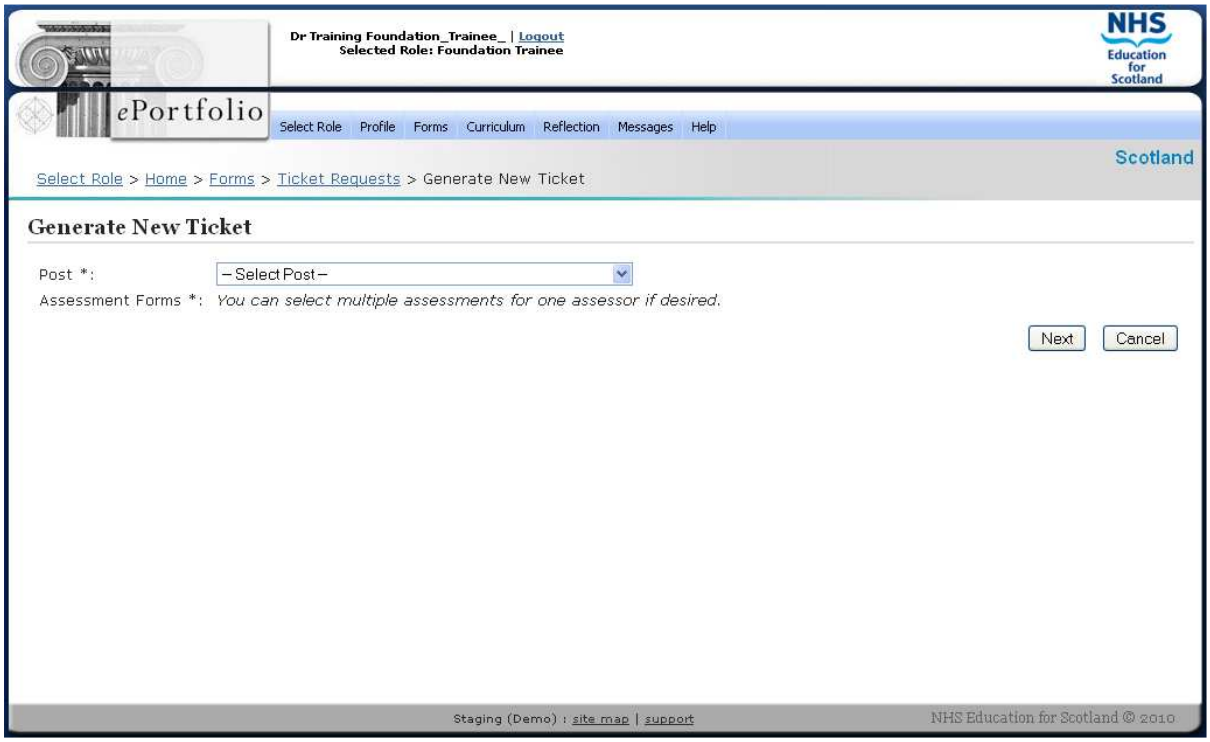
By performing a 'ticket request' you are creating a unique code so that an external assessor, *who may not have an ePortfolio account*, can access the system allowing them to complete assessment forms for you in your programme

You can also view previously generated codes by inputting a date range on this page. **Note:** *If you delete a code and the assessor then tries to use it, they will not be able to. You will need to create a new code.*

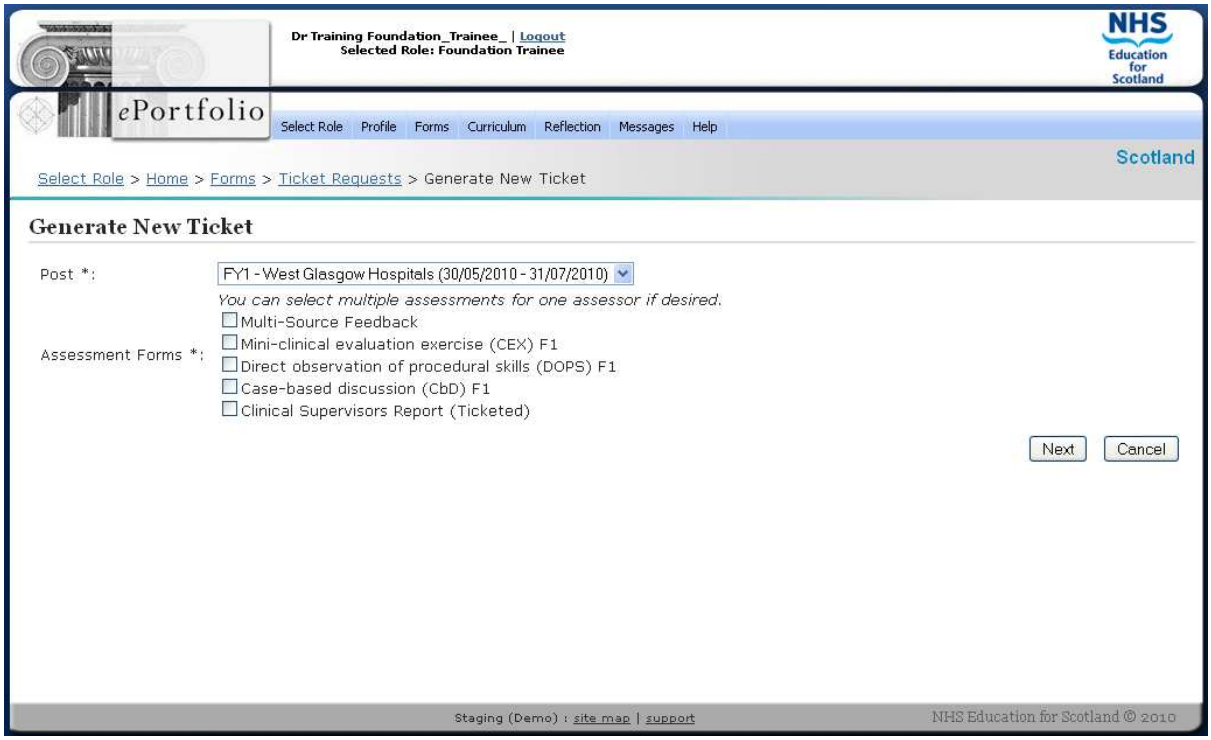
After clicking on **the Request New Assessment** button, you will need to complete various forms and click on **next** after each section. **Note:** *You are responsible for inputting all of the correct details on the form (however, the assessor will have the opportunity to review and amend any mistakes if necessary).*

First you will have to confirm the post or training year that you are currently participating in before hitting **next**;

Important note: There are different forms available to ticket in both the post and the training year. In particular the **Sign-Off Procedures** are stored against your training year, so are only available to ticket if you first select this.



Next you need to select which electronic form, you wish the external assessor to complete from the list that will appear (as shown below), before clicking Next once more.


Dr Training Foundation_Trainee_ | Logout
Selected Role: Foundation Trainee
NHS Education for Scotland
ePortfolio
Select Role Profile Forms Curriculum Reflection Messages Help
Scotland
Select Role > Home > Forms > Ticket Requests > Generate New Ticket
Generate New Ticket
Post *:
FY1 - West Glasgow Hospitals (30/05/2010 - 31/07/2010)
You can select multiple assessments for one assessor if desired.
Assessment Forms *:
Multi-Source Feedback
Mini-clinical evaluation exercise (CEX) F1
Direct observation of procedural skills (DOPS) F1
Case-based discussion (CbD) F1
Clinical Supervisors Report (Ticketed)
Next
Cancel
Staging (Demo) : site map | support
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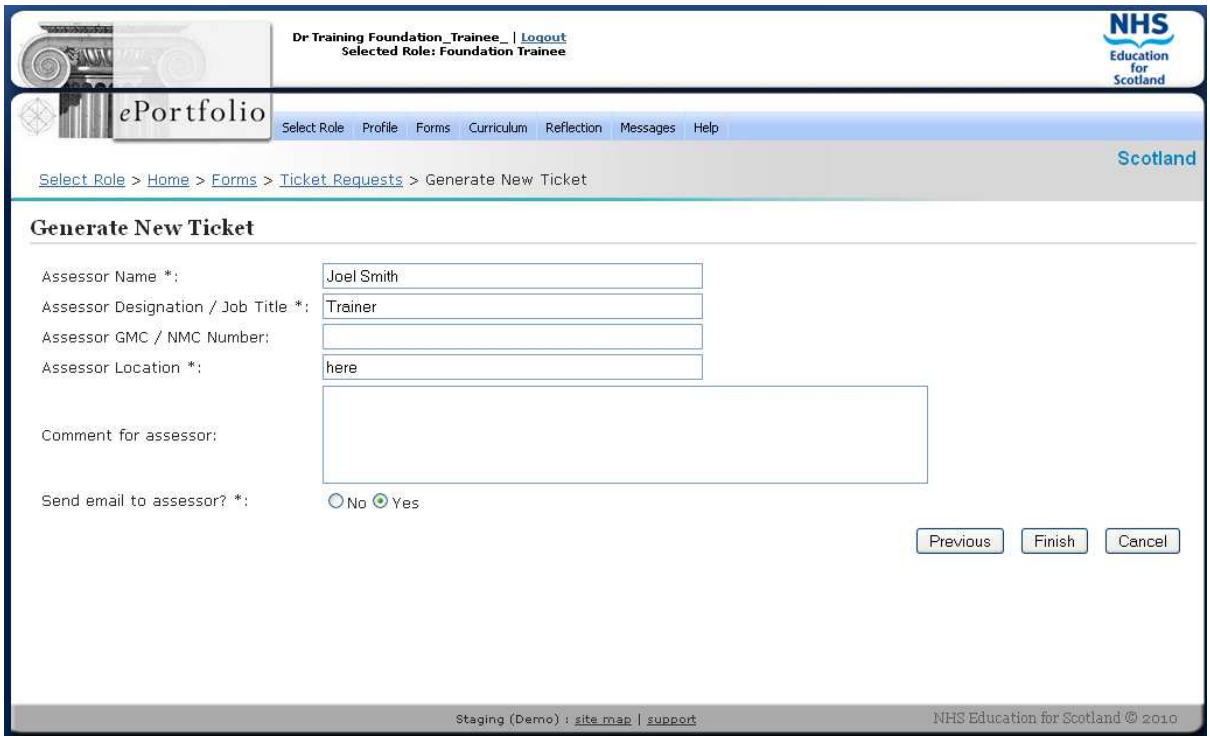
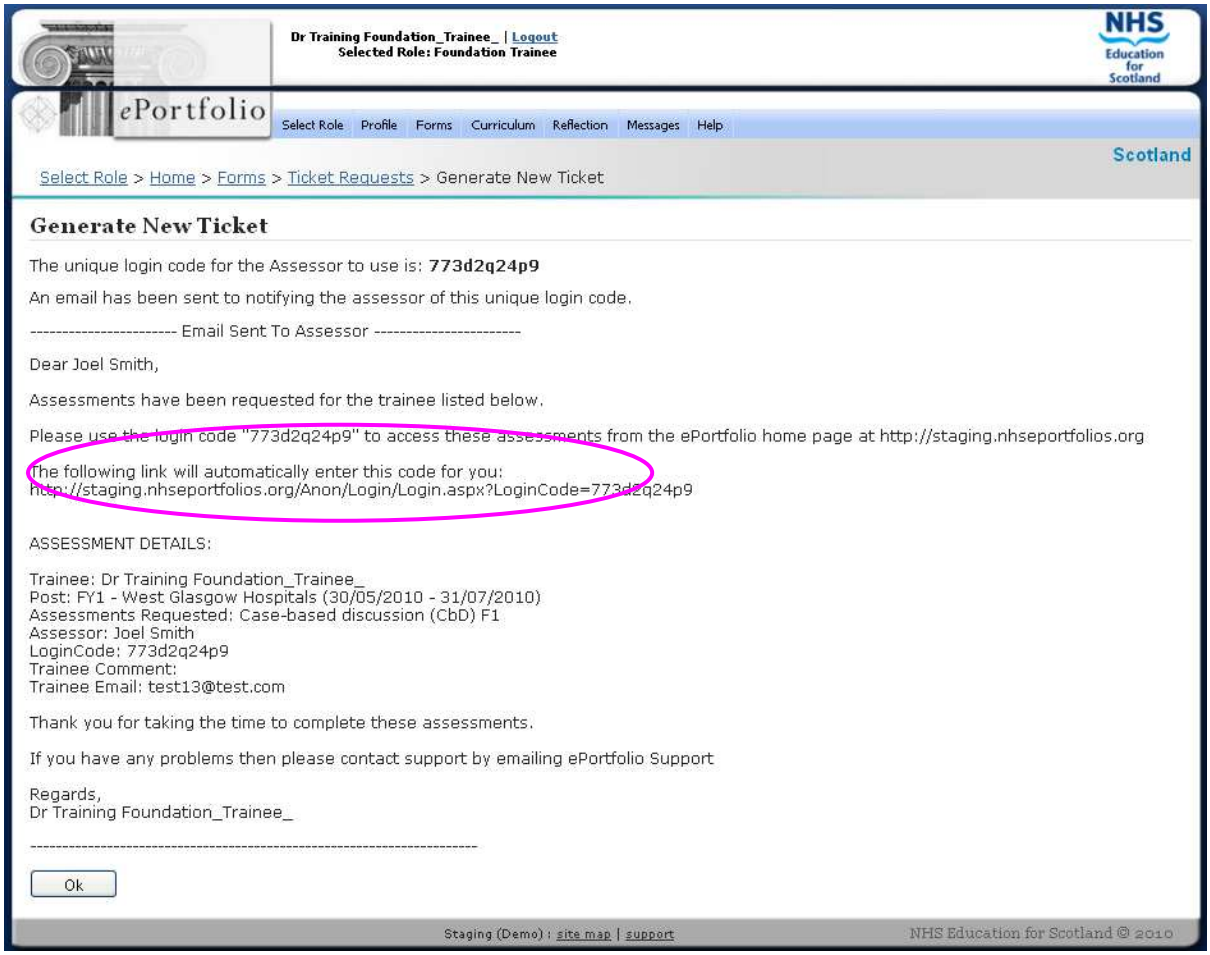
The next step is filling out the assessor's details. Start by inputting their e-mail address, if this address has been used before the other fields will automatically complete. If the email address is new then you will need to fill in the other fields yourself before hitting **Finish**.



You will then be given a unique login code for your assessor to use (see example below). They need to go to www.nhsePortfolios.org and enter their code in the **Assessors** box to submit their assessment.

If you opted to send an e-mail to them, the e-mail contains a direct link (circled) which they can click on. This automatically enters the 10 digit code, taking them straight into the assessment. You alternatively may choose to print this page and give it to your assessor in person.


Dr Training Foundation_Trainee_ | Logout
Selected Role: Foundation Trainee
NHS Education for Scotland
ePortfolio
Select Role Profile Forms Curriculum Reflection Messages Help
Scotland
Select Role > Home > Forms > Ticket Requests > Generate New Ticket
Generate New Ticket
The unique login code for the Assessor to use is: 773d2q24p9
An email has been sent to notifying the assessor of this unique login code.
---------- Email Sent To Assessor ----------
Dear Joel Smith,
Assessments have been requested for the trainee listed below.
Please use the login code "773d2q24p9" to access these assessments from the ePortfolio home page at http://staging.nhseportfolios.org
The following link will automatically enter this code for you:
http://staging.nhseportfolios.org/Anon/Login/Login.aspx?LoginCode=773d2q24p9
ASSESSMENT DETAILS:
Trainee: Dr Training Foundation_Trainee_
Post: FY1 - West Glasgow Hospitals (30/05/2010 - 31/07/2010)
Assessments Requested: Case-based discussion (CbD) F1
Assessor: Joel Smith
LoginCode: 773d2q24p9
Trainee Comment:
Trainee Email: test13@test.com
Thank you for taking the time to complete these assessments.
If you have any problems then please contact support by emailing ePortfolio Support
Regards,
Dr Training Foundation_Trainee_
Ok
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You can send a repeat e-mail request (if an e-mail was sent initially) if the assessment has not been completed within seven days. The **Send Reminder** link automatically appears next to any tickets that have not been completed within this timeframe. The link will reappear in another seven days if the ticket has still not been completed, enabling you to send a second reminder e-mail.

When the assessor has completed the form they will receive an email to confirm that the form has been saved.

Note: *The unique login code will have an expiry date, to ensure assessments are not submitted too long after the actual event.*

2.7 The Reflection Menu

You access the **Reflection** section by clicking on the **Reflection** menu header. You can record or review reflective information such as learning opportunities or identify further learning needs.

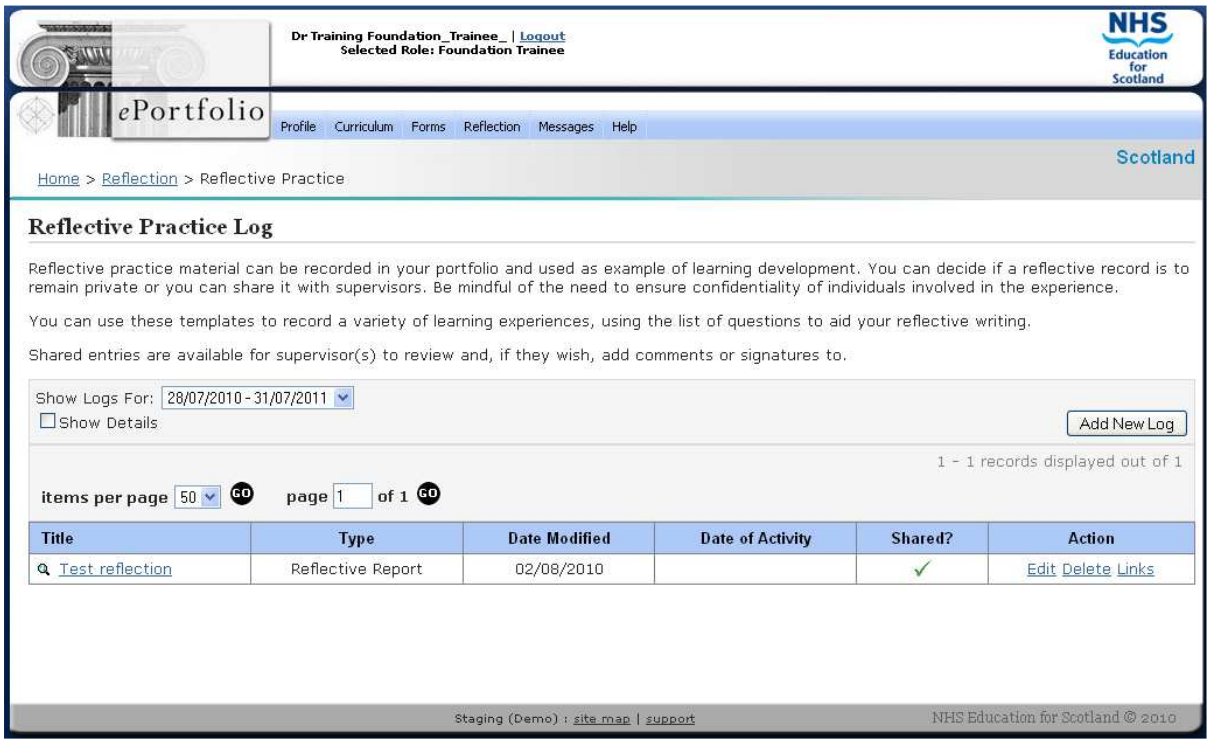
There are three pages in this menu. Let's take a look at what each menu item is used for:

2.7.1 Reflective Practice

Reflective practice material can be recorded in your portfolio and used as an example of learning development. You can decide if a reflective record is to remain private or you can share it with primary trainers.

Be mindful of the need to ensure confidentiality of individuals involved in the experience: **PATIENT IDENTIFIABLE DATA MUST NOT BE ENTERED INTO YOUR EPORTFOLIO.**

Shared entries are available for primary trainers to review and, if they wish, add comments or signatures to.


Dr Training Foundation_Trainee_ | Logout
Selected Role: Foundation Trainee
NHS Education for Scotland
ePortfolio
Profile Curriculum Forms Reflection Messages Help
Scotland
Home > Reflection > Reflective Practice
Reflective Practice Log
Reflective practice material can be recorded in your portfolio and used as example of learning development. You can decide if a reflective record is to remain private or you can share it with supervisors. Be mindful of the need to ensure confidentiality of individuals involved in the experience.
You can use these templates to record a variety of learning experiences, using the list of questions to aid your reflective writing.
Shared entries are available for supervisor(s) to review and, if they wish, add comments or signatures to.
Show Logs For: 28/07/2010 - 31/07/2011
Show Details
Add New Log
1 - 1 records displayed out of 1
items per page 50 GO page 1 of 1 GO
Title Type Date Modified Date of Activity Shared? Action
Test reflection Reflective Report 02/08/2010 Edit Delete Links
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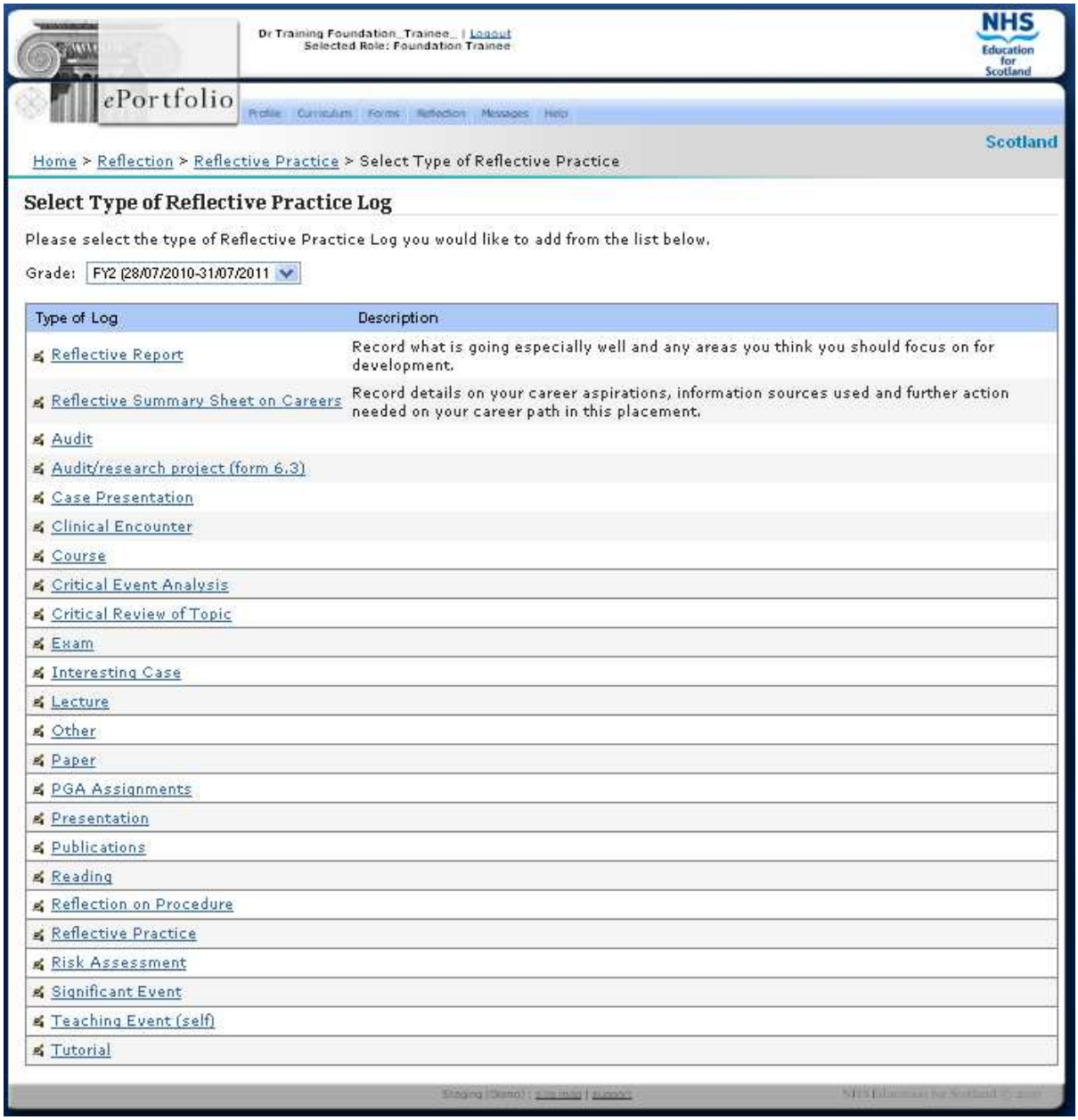
You can view previous reflection records from this page by selecting the appropriate entry from the list of logs. You can either click on the record's name to open it and view it in a new page or you can check the **show details** box to view a condensed version of the reflection on this page.

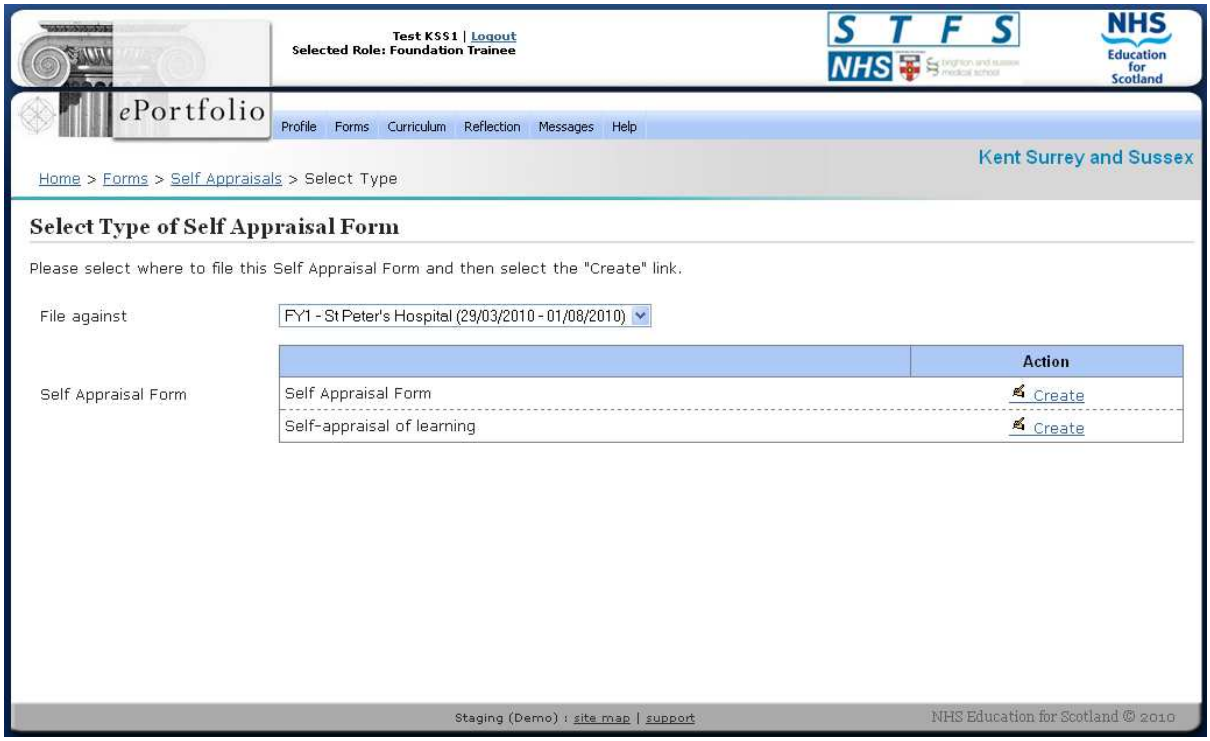
To add a new log click on the **Add New Log** button. You will see a list of



You will be presented with a form the fill in. After filling in the details of the reflection please note the **Private or Shared?** drop-down box, if you want your Trainers(s) to be able to view your entries, then you can choose to share them, or you can keep them private. Your Trainer can sign the reflection and add a comment, if required; however *you must share an entry first so that they can view it*.

2.7.2 Self Appraisals

In this section you will find the Self Appraisal forms that some Deaneries require their trainees to complete. In addition you will also see a second place to generate your self tab.


Test KSS1 | Logout
Selected Role: Foundation Trainee
ePortfolio
Profile Forms Curriculum Reflection Messages Help
Kent Surrey and Sussex
Home > Forms > Self Appraisals > Select Type
Select Type of Self Appraisal Form
Please select where to file this Self Appraisal Form and then select the "Create" link.
File against
FY1 - St Peter's Hospital (29/03/2010 - 01/08/2010)
Action
Self Appraisal Form
Self Appraisal Form
Create
Self-appraisal of learning
Create
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Again you can view or create forms by clicking the blue link or 'Add new Self Appraisal form' button in the same way as for the Assessment forms detailed above in section 1.5.3.

Note: Not all deaneries use self assessments forms, so this section may not have as many forms available if you are located in an area that does not require them.

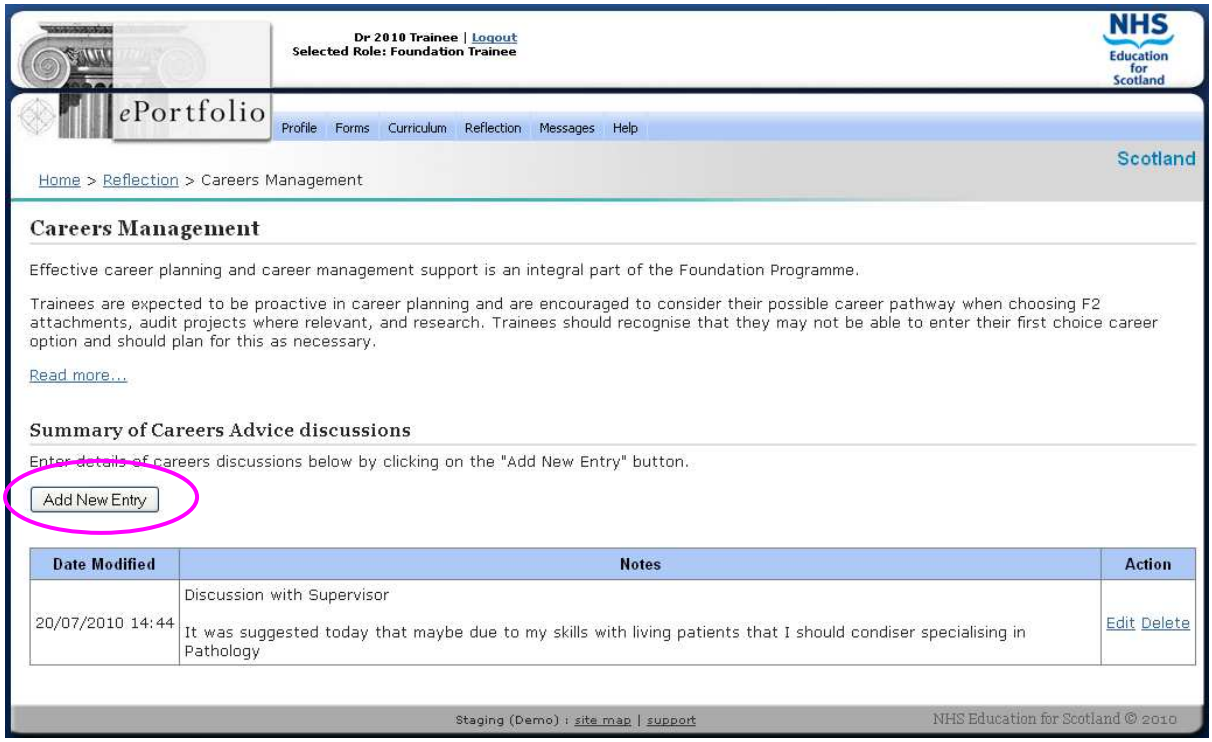
2.7.3 Careers Management

Note: this page is expected to be updated with either an additional careers management form or a replacement careers management form.

This page allows you to keep a record of any career development activity you undergo. This sort of activity can take place in many varied formats, ranging from discussions with supervisors to large events or fairs.

The history of any careers discussions you have should be saved here*, including dates and names of Supervisors who have contributed to the discussion as well as relevant points discussed.*

To save a careers discussion or record of an event start by clicking the **Add New Entry** button.


Dr 2010 Trainee | Logout
Selected Role: Foundation Trainee
NHS Education for Scotland
ePortfolio
Profile Forms Curriculum Reflection Messages Help
Scotland
Home > Reflection > Careers Management
Careers Management
Effective career planning and career management support is an integral part of the Foundation Programme.
Trainees are expected to be proactive in career planning and are encouraged to consider their possible career pathway when choosing F2 attachments, audit projects where relevant, and research. Trainees should recognise that they may not be able to enter their first choice career option and should plan for this as necessary.
Read more...
Summary of Careers Advice discussions
Enter details of careers discussions below by clicking on the "Add New Entry" button.
Add New Entry
Date Modified
Notes
Action
20/07/2010 14:44
Discussion with Supervisor
It was suggested today that maybe due to my skills with living patients that I should condiser specialising in Pathology
Edit Delete
Staging (Demo) : site map | support
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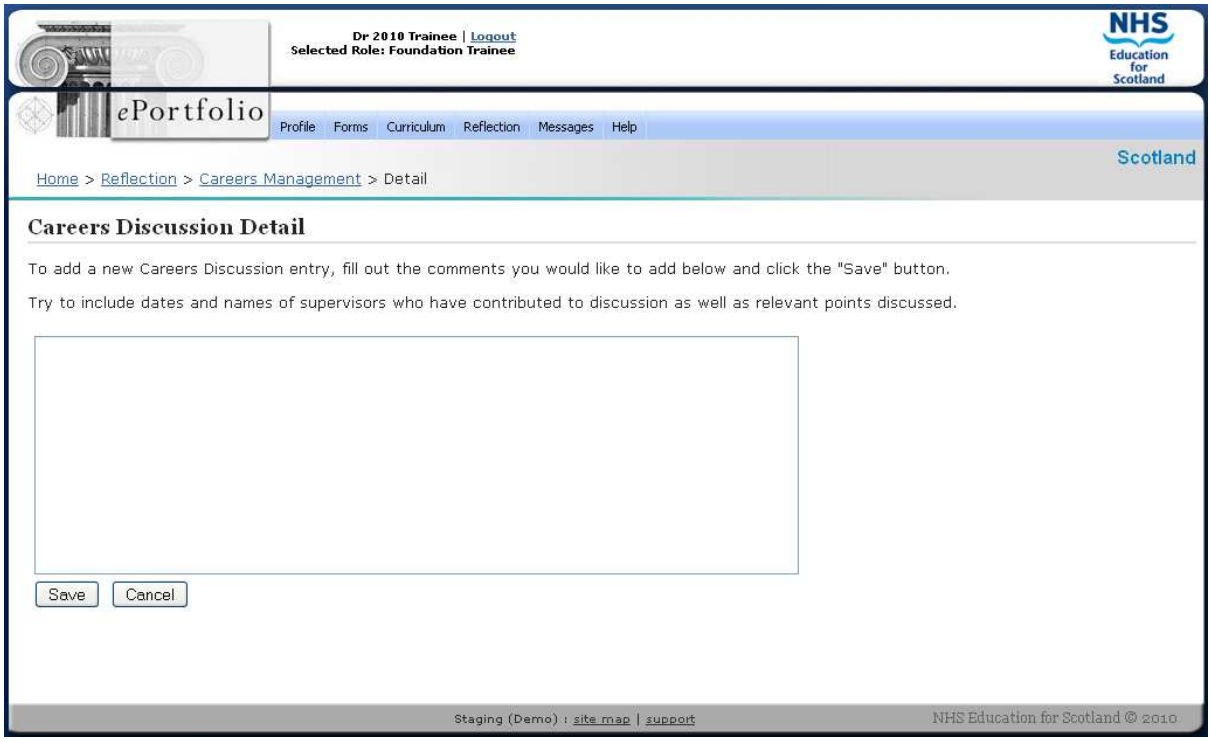
This will give a form for you to complete with details of the careers discussion or event as demonstrated below.


Dr 2010 Trainee | Logout
Selected Role: Foundation Trainee
NHS Education for Scotland
ePortfolio
Profile Forms Curriculum Reflection Messages Help
Scotland
Home > Reflection > Careers Management > Detail
Careers Discussion Detail
To add a new Careers Discussion entry, fill out the comments you would like to add below and click the "Save" button.
Try to include dates and names of supervisors who have contributed to discussion as well as relevant points discussed.
Save
Cancel
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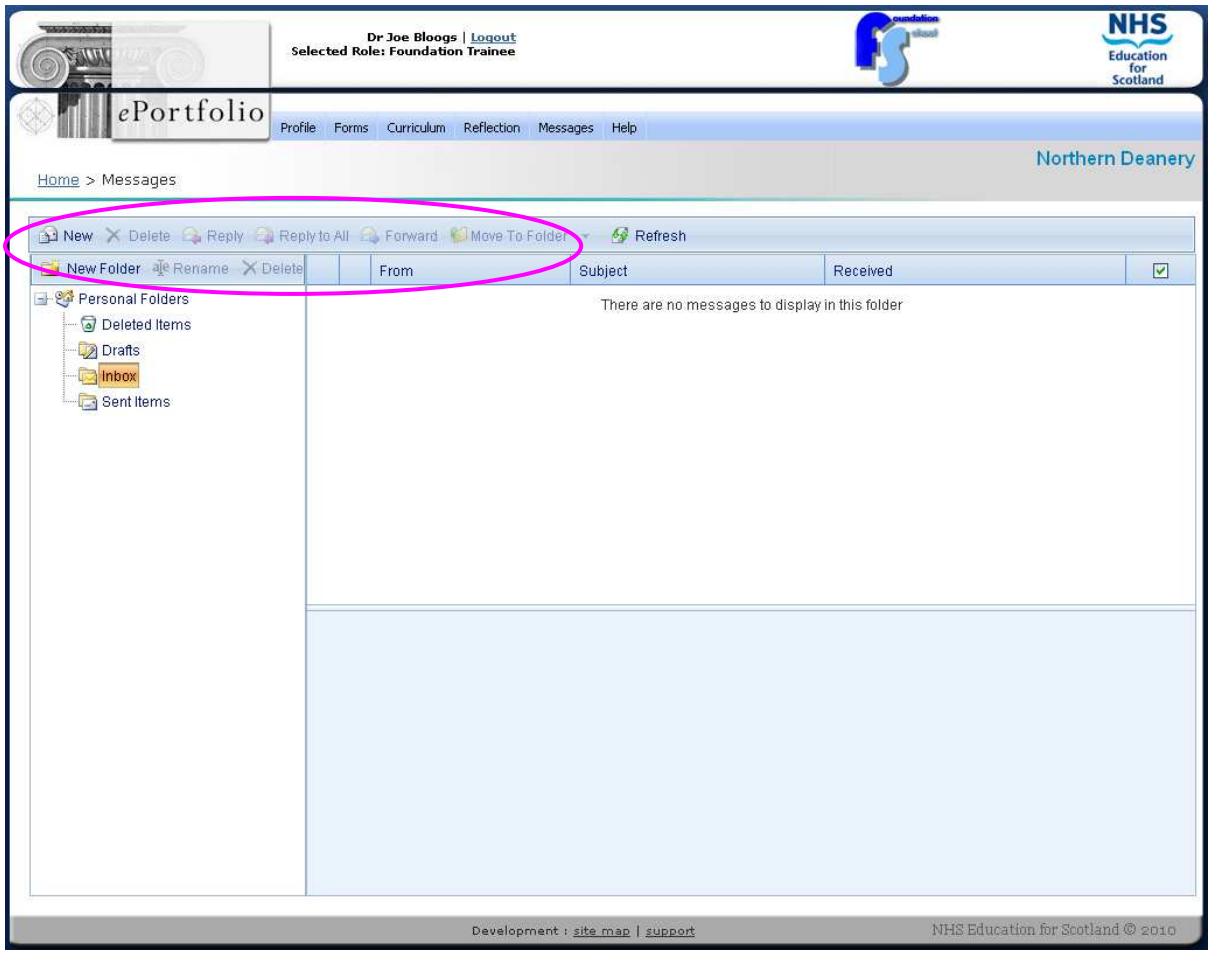
Once you have filled in the details of the careers discussion, you should click the **Save** button. You can also discard you entry with the **Cancel** button.

Once saved entries will be displayed in a list on the careers management page. You can **Edit** or **Delete** entries using the appropriate links in the right hand action column.

2.8 The messages menu

You access the **Messages** section by clicking on the **Messages** menu header. You can send/receive internal messages regarding ePortfolio.



The folders within the **Messages** section are displayed down the left side of the screen. As standard, they consist of **Deleted Items**, **Drafts**, **Inbox** and **Sent Items**. There are three functions available which allow you to manage your **Personal Folders**:

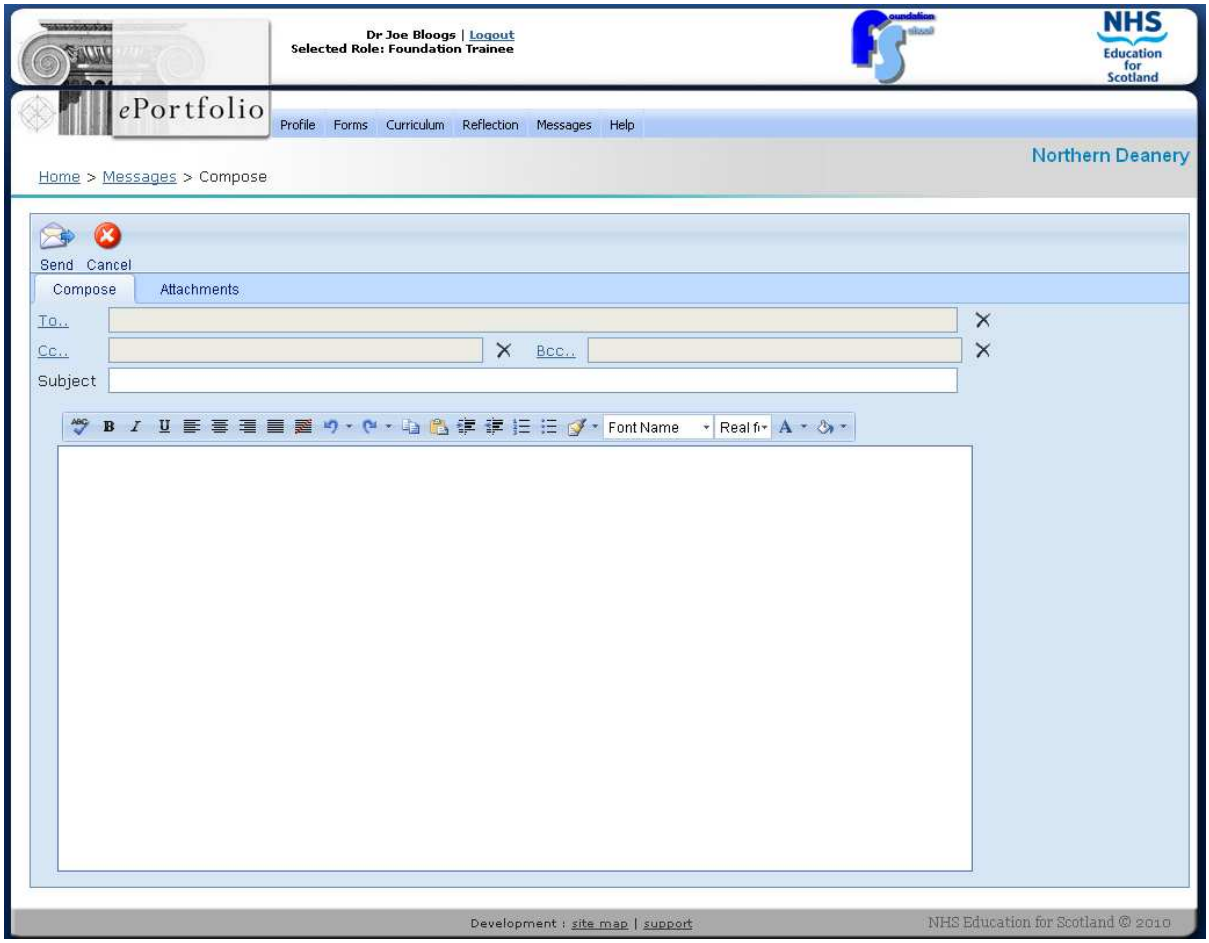
- **New Folder** – this enables you to add a new **Personal Folder**.
- **Rename** – select the new folder you have created and give it an appropriate name.
- **Delete** – select a folder you have created to delete it.

The functions available in the top bar (as shown above) relate to messages:

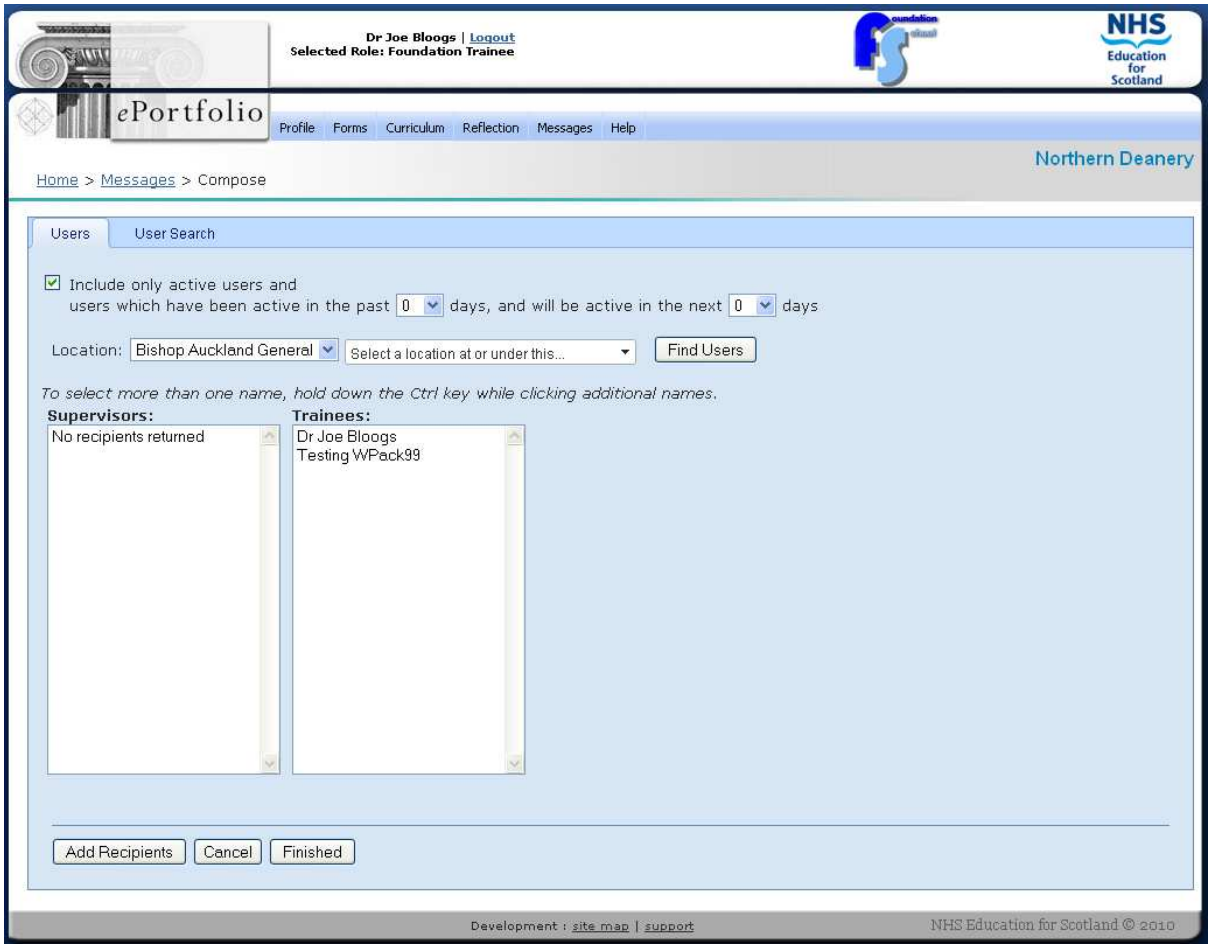
- **New** – compose a new message to another ePortfolio trainee or Supervisor.

  You can use the Cc (send a copy of the message to someone other than the main recipient) and Bcc (send a copy of the message to someone else, *however it doesn't indicate to the recipient that you sent this copy*) functions and various formatting options within your message. It is also possible to upload attachments, if required, by clicking on the **Attachments** tab.
  Note: *All of these functions are also available when replying to or forwarding a message.*

  Click on the **To** link to add a recipient (the Cc and Bcc functions work in the same way).



Select your location from the drop down box and click on the **Find Users** button. Supervisors and trainees within your location will be displayed. Select those who you want to send the message to and click on the **Add Recipients** button and then **Finished**. Alternatively you can click on the **User Search** tab to manually search for a specific ePortfolio user.


Dr Joe Bloogs | Logout
Selected Role: Foundation Trainee
NHS Education for Scotland
ePortfolio
Profile Forms Curriculum Reflection Messages Help
Northern Deanery
Home > Messages > Compose
Users
User Search
Include only active users and
users which have been active in the past 0 days, and will be active in the next 0 days
Location: Bishop Auckland General
Select a location at or under this...
Find Users
To select more than one name, hold down the Ctrl key while clicking additional names.
Supervisors:
No recipients returned
Trainees:
Dr Joe Bloogs
Testing WPack99
Add Recipients
Cancel
Finished
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Finally, compose your message and click on the **Send** button.

- **Delete** – select the appropriate message(s) to delete. To delete one message, highlight it and click on the **Delete** button. To delete multiple messages, place a tick in the checkbox next to them and click on the **Delete** button.

- **Reply** - select the appropriate message that you want to reply to and click on the **Reply** button. This will reply to the *sender* only.

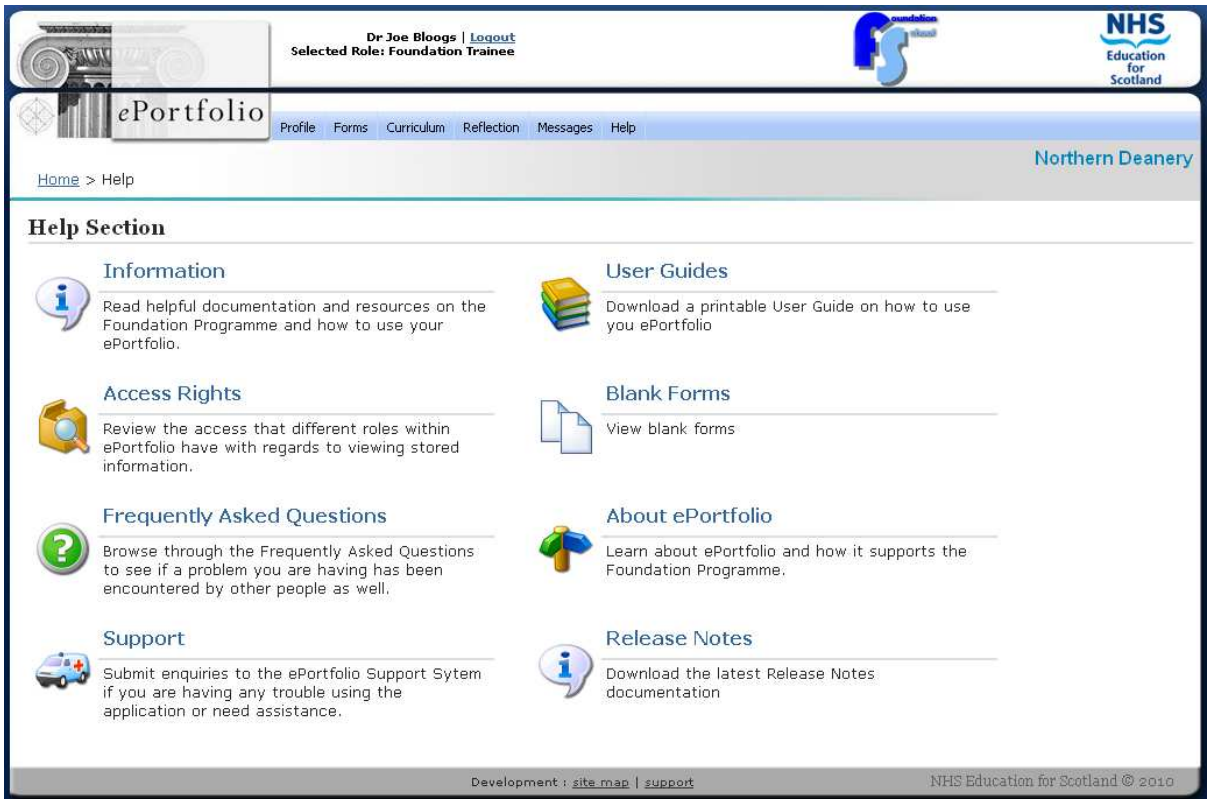
- **Reply to All** - select the appropriate message that you want to reply to and click on the **Reply to All** button. This will reply to *everyone* that the message was sent to.

- **Forward** – select the appropriate message that you want to forward on to other trainees/Supervisors within your location and click on the **Forward** button.

- **Move to Folder** - select the appropriate message(s) that you want to move to another folder within your **Messages** section.

2.9 The Help Menu

You access the **Help** section by clicking on the **Help** menu header. You can get help and support information on ePortfolio here.


Dr Joe Bloogs | Logout
Selected Role: Foundation Trainee
NHS Education for Scotland
ePortfolio
Profile
Forms
Curriculum
Reflection
Messages
Help
Northern Deanery
Home > Help
Help Section
Information
Read helpful documentation and resources on the Foundation Programme and how to use your ePortfolio.
User Guides
Download a printable User Guide on how to use you ePortfolio
Access Rights
Review the access that different roles within ePortfolio have with regards to viewing stored information.
Blank Forms
View blank forms
Frequently Asked Questions
Browse through the Frequently Asked Questions to see if a problem you are having has been encountered by other people as well.
About ePortfolio
Learn about ePortfolio and how it supports the Foundation Programme.
Support
Submit enquiries to the ePortfolio Support Sytem if you are having any trouble using the application or need assistance.
Release Notes
Download the latest Release Notes documentation
Development : site map | support
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Let's take a look at what each menu item is used for:

2.9.1 Information

The information page is where ePortfolio team, National, Deanery and Local administrators can upload documentation and resources relating to the Foundation Programme and using the Foundation Programme ePortfolio.

2.9.2 Access Rights

You can view the access that different roles have within ePortfolio, with regards to viewing trainee information.

2.9.3 Frequently Asked Questions

You can browse through the FAQs to see if other people have asked a similar question to you in the past and find out what the answer is. If these do not answer your question, then there is the option to complete and send a form to ePortfolio Support to assist you further.

2.9.4 Support

You can submit enquiries to ePortfolio Support if you are having technical problems with your ePortfolio.

Please note, the ePortfolio support page is for technical problems only, such as page errors. If you have a problem with your Personal details, Post or Supervisor allocation, please contact your local administration time. This also applies if you have forgotten your user name or password.

2.9.5 User Guides

You can download a printable User Guide on how to use your ePortfolio.

2.9.6 Blank forms

In this section you can view blank forms that are available to you within ePortfolio. These forms are also printable but are for information purposes only E.g. for taking notes during a clinic: These forms should not be used to fill out any section of your ePortfolio. Forms for the e-portfolio should be submitted electronically.

2.9.7 About ePortfolio

You can find out more about ePortfolio and how it supports the Foundation Programme.

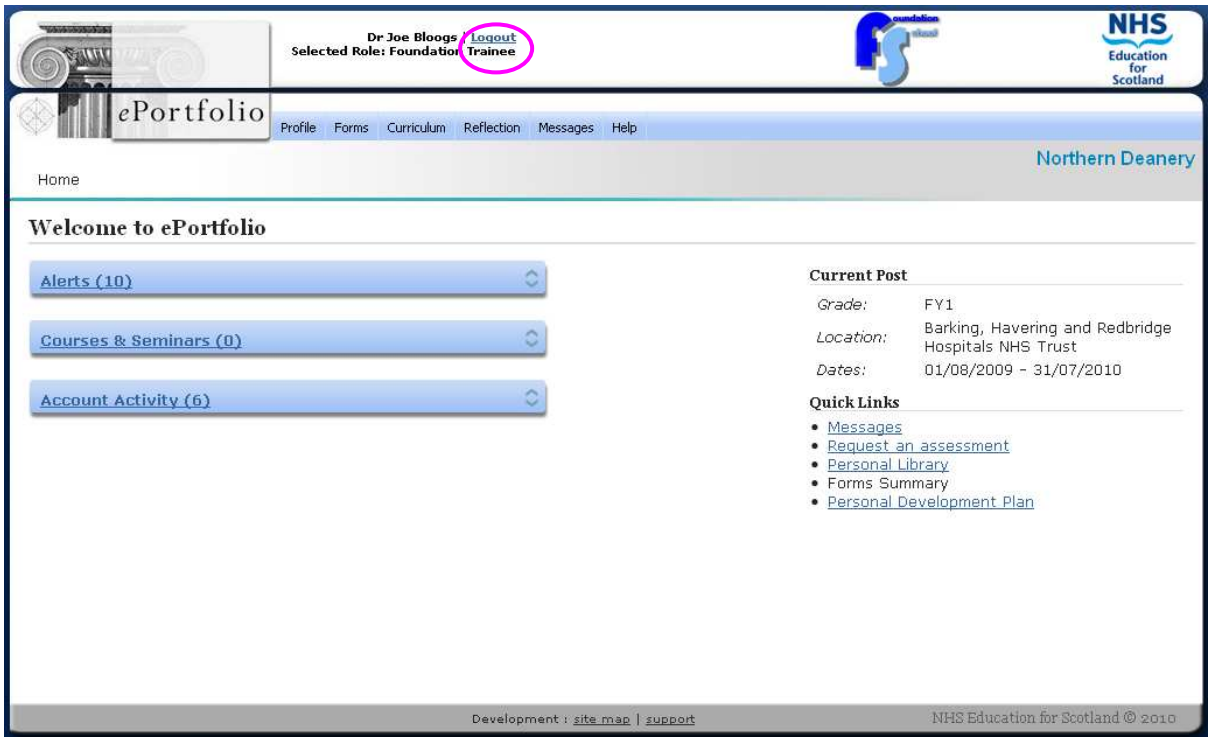
2.9.8 Release Notes

You can download the **Release Notes**, which contain details of pending significant and minor updates (and future updates) to the ePortfolio, and the date that these will be released. Additionally, known issues currently affecting ePortfolio are documented.

It is recommended that you read the release notes at least once a month to keep abreast of any changes that may affect your use of the ePortfolio site.

2.10 Logging Out

Always log out at the end of a session of work to ensure confidentiality. The website is a secure site and will automatically log the user out after a one hour period of inactivity.



To log out click the blue **Logout** link found at the top of every page in your ePortfolio (circled above).

3 Completing your ePortfolio

3.1 What is the Foundation ePortfolio?

The e-portfolio has been developed as a learning tool to support your Foundation training. It can be used to record assessments, as a tool for reflection and as a record of skills and procedures.

The ePortfolio has been designed to help foundation doctors to plan and manage their Foundation Programme and get the most from the opportunities available. The portfolio is based on the *Foundation Programme Curriculum*.

The Foundation Programme represents a shift to a new learning environment driven by the foundation doctor and supported by supervisors. Within the ePortfolio, foundation doctors will find tools that will help identify educational needs, set goals and plan how to achieve them. The portfolio also contains guidance for foundation doctors on how to demonstrate the competencies they have achieved. The portfolio will become the trainees' record of achievements throughout their foundation training

Your ePortfolio contains information which is essential not only for the Foundation Programme but also for the rest of your career. It is a great resource when it comes to completing application forms for jobs and will provide the necessary evidence for the GMC revalidation process.

3.1.1 Further Reading

Read and become familiar with the following:

- Foundation Programme Curriculum – www.foundationprogramme.nhs.uk
- Foundation Program Reference Guide – www.foundationprogramme.nhs.uk
- The New Doctor – www.gmc-uk.org
- Good Medical Practice – www.gmc-uk.org
- The Rough Guide – www.foundationprogramme.nhs.uk
- The Summary of Evidence Presented (Section 4.3 in paper-based *Foundation Learning Portfolio*) – www.foundationprogramme.nhs.uk
- Help and information guidance on ePortfolio (from the Help drop down menu on the ePortfolio itself)

3.2 What to include in your ePortfolio

Your Postgraduate Deanery, Foundation School and Educational Supervisors should provide you detailed documents telling you what you need to include and when by. These requirements are different between individual training programmes and it is outwith the scope of this guide to discuss them in detail.

You need to regularly add relevant evidence to your ePortfolio and use it not just as a record of progress but also as a learning tool to encourage the development of good practice. It should provide a structure to prepare for your appraisal meetings with your Supervisor(s) and should be reviewed regularly at your appraisal meetings. This will provide you with the opportunity to find out what relevant information can be collected and how to present it.

Good reflective practice is a core competency of your learning programme and is set out in the curriculum. You can include reflective accounts on both clinical and non-clinical issues. Be mindful of the confidential nature of what you might be writing, do not use actual names of staff, patients or departments.

Refer frequently to the curriculum as it is imperative that you provide evidence against **all** of the competencies listed. Remember that you can link evidence from within your ePortfolio to the curriculum. State whether the competency is covered in one of your work based assessments, by reflective practice, Electronic Continuing Medical Education (ECME) modules, anonymised patient history sheets or anonymised patient discharge summary letters. For more guidance, refer to the competencies in the Foundation Programme Curriculum.

Note: *All patient information e.g. photocopied history sheets, discharge summaries etc. must be completely anonymised, including deleting not only patient details but also the name of anyone who has seen the patient on the ward. The GP name and practice address also need to be deleted. There are a number of ways to anonymise data – one is to black out all identification with black marker pen, or block out with correction fluid then photocopy the anonymised original before filing. Alternatively, if the information is on the computer, amend by deleting the identifying information before printing*.

3.2.1 Overview of meetings in each placement

NOTE: If your clinical and educational supervisor is the same person you can combine these meetings.

Induction meeting with your clinical supervisor - mandatory
At the beginning of each placement, you should meet with your clinical supervisor to discuss what learning opportunities are available, what is expected of you and ensure you are familiar with where you'll be working. You should also discuss how to seek clinical help in and out of hours.

Initial meeting with your educational supervisor - mandatory
At your first meeting with your educational supervisor you should agree your learning objectives. You'll review these at subsequent meetings. At the end of the each placement and at the end of the year you should use this PDP template to provide evidence that you have met all of the required outcomes and any other outcomes you have set.

Before you meet with your educational supervisor you should consider the outcomes you think you are likely to achieve in your first clinical placement. You should discuss these with your clinical supervisor and other trainees. Many schools also provide detailed information about the sorts of learning opportunities available in each placement.

The mid-placement review – not compulsory but strongly advised
This should be conducted by your educational or clinical supervisors approximately half way through the placement. At this meeting you should briefly review progress to ensure your training is on

course, that an appropriate number and range of assessments have been undertaken and that you have attended adequate educational opportunities.

The mid-point review is not mandatory but strongly encouraged, particularly if you or your supervisor have concerns. You and your supervisor should sign the mid-point review form provided.

The end of placement review of each placement - mandatory
This should be conducted by your educational supervisor, at the end of each placement. This review should examine the assessments undertaken and any other evidence and compare them against the objectives that you agreed in the Personal
Development Plan at the beginning of the placement.

This review may highlight concerns that have emerged, either through the placement, or where assessments have identified specific areas for development. The review form should outline what additional work and assessment are required to address shortcomings in performance during the next placement, including additional assessments where necessary to substantiate an improvement in performance.

If significant concerns have been highlighted in the final review form, the Foundation Training Programme Training Director or tutor should be informed.

The mid-year review of progress – not compulsory but strongly advised
The mid-year review of progress is not mandatory but strongly advised to review satisfactory progression through the programme. This meeting is conducted by your educational supervisor who will review your portfolio and review your progress in the Foundation Programme. This is also an opportunity for discussions relating to your personal development and future career planning.

3.2.2 Programme Timetable and documents

The Foundation Programme follows a cycle that is repeated in each placement. All the documents from each placement will be reviewed.

NOTE: If your clinical and educational supervisor is the same person you can combine these meetings.

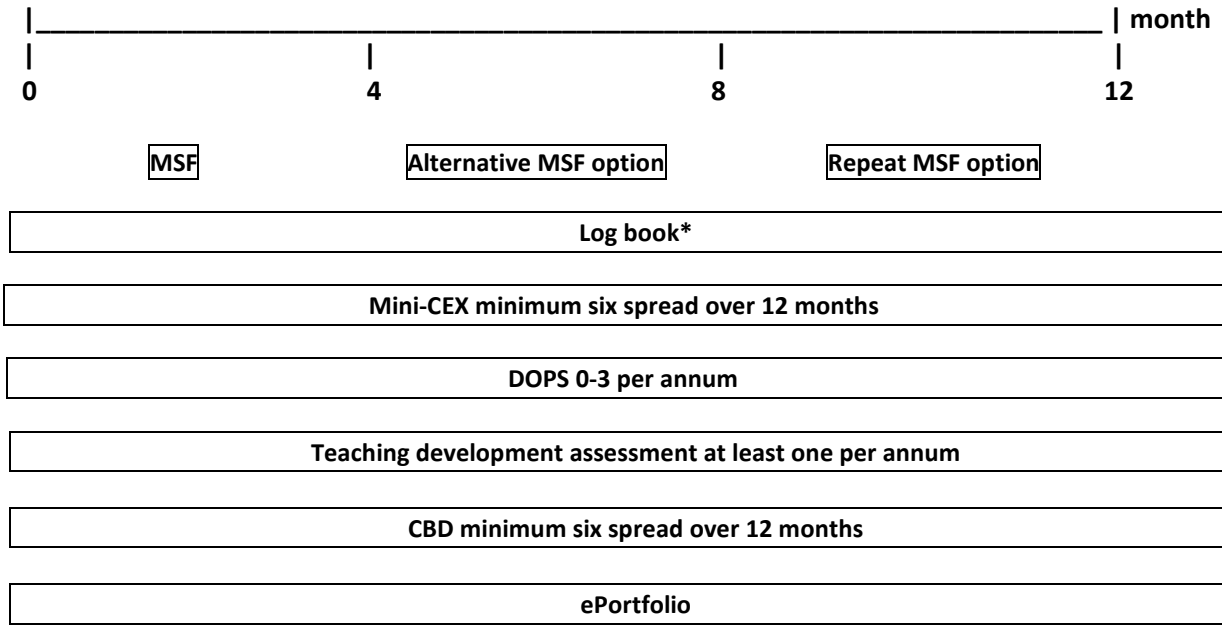
Timing	Foundation doctor	Educational supervisor and foundation doctor	Clinical supervisor and foundation doctor
Recommended, in first week of placement, but must be completed within three weeks of starting placement (mandatory)	• Review curriculum • Review Personal development Plan (PDP) • Sign educational agreement/conditions of taking up a training post (at the beginning of your Foundation Programme) • Sign health declaration (at the beginning of each training year)	• PDP reviewed and completed • Initial meeting form completed	• Review PDP and discuss placement specific objectives • Clinical Supervisor's induction form completed

	• Sign probity declaration (at the beginning of each training year)		
Thereafter	• Continue reflective practice • Gather evidence of achievements		
Mid-point of placement (desirable - *with either clinical supervisor or educational supervisor)*		• ePortfolio reviewed • PDP amended • Mid-placement review form completed	• ePortfolio reviewed • PDP amended • Mid-placement review form completed
Thereafter	• Continue reflective practice • Gather evidence of achievements		
Within last three weeks of placement (Mandatory)			• Review ePortfolio • Clinical supervisor's report completed
End of placement (mandatory) – can be undertaken simultaneously *with next placement's initial meeting – both end and initial forms need to be completed*)	• Reflect on achievements and remaining personal and professional development needs.	• Progress reviewed • End of placement review form completed	
Mid-year review (desirable)	• Reflect on achievements and remaining personal and professional development needs.	• ePortfolio reviewed • Mid-year review of progress form completed	
End of year (mandatory)	• Ensure that e-portfolio is up to date	• Review ePortfolio • Complete end of placement review form for final placement	• Review ePortfolio • Clinical supervisor's report completed for final placement

3.2.3 Assessment during the Foundation Programme

Below is a diagram detailing the timings and **Minimum** numbers of assessments required in the foundation programme as defined by the 2010 curriculum.

Important: Your Foundation Training Programme may require more than the minimum or may also have a different structure. This is included for information only. You must check with your educational Supervisor, Foundation School and Deanery for what your true requirements are.



***** This is to be completed for F1 only. All other assessments will be needed for both F1 and F2.

4 Document History and Acknowledgments

This is version 4.0 of this document and was completed in August 2010 with the 2010 Foundation Curriculum in mind.

This guide was produced by NHS Education for Scotland.

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